TOSHIBA
Leading Innovation

MULTIFUNCTIONAL DIGITAL SYSTEMS

User's Guide

e-STUDIO2505H
e-STUDIO2505F

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Preface

■ How to read this manual

Thank you for purchasing the TOSHIBA multifunctional digital systems. This manual describes how to use, perform maintenance, and fix problems for this equipment. Be sure to read this manual before using this equipment. Keep this manual handy and retain it for future reference.

❑ Symbols in this manual

To ensure correct and safe use of this equipment, this manual describes safety precautions according to the three levels shown below.
You should fully understand the meaning and importance of these items before reading this manual.

⚠ WARNING	Indicates a potentially hazardous situation which, if not avoided, could result in death, serious injury, or serious damage, or fire in the equipment or surrounding assets.
⚠ CAUTION	Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury, partial damage of the equipment or surrounding assets, or loss of data.
Note	Indicates information to which you should pay attention when operating the equipment.

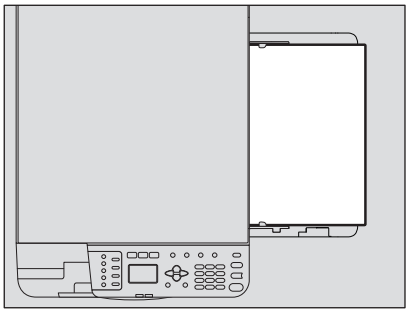
Other than the above, this manual also describes information that may be useful for the operation of this equipment with the following signage:

Tip	Describes handy information that is useful to know when operating the equipment.
🕮	Pages describing items related to what you are currently doing. See these pages as required.

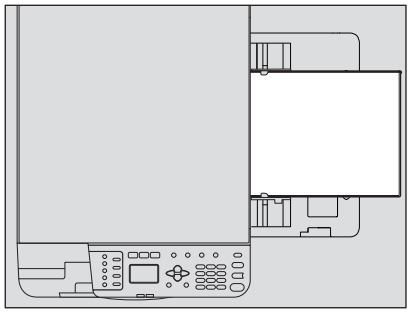
❑ Description of original/paper direction

Paper or originals of A4 or B5/LT size can be loaded either in a portrait direction or in a landscape direction. In this manual, “-R” is added to this paper size when this size of paper or original is loaded in a landscape direction.

e.g.) A4/LT size paper on the bypass tray



Loaded in a portrait direction: A4/LT



Loaded in a landscape direction: A4-R/LT-R

Paper or originals of A3 or B4/LD or LG size can only be loaded in a landscape direction, therefore “-R” is not added to these sizes.

❑ Screens

- In this manual, the screens and the operation procedures in Windows are described for Windows 7.
  The details on the screens may differ depending on how the equipment is used, such as the status of the installed options, the OS version and the applications.
- The illustration screens used in this manual are for paper in the A/B format. If you use paper in the LT format, the display or the order of buttons in the illustrations may differ from that of your equipment.

❑ Trademarks

- The official name of Windows XP is Microsoft Windows XP Operating System.
- The official name of Windows Vista is Microsoft Windows Vista Operating System.
- The official name of Windows 7 is Microsoft Windows 7 Operating System.
- The official name of Windows 8 is Microsoft Windows 8 Operating System.
- The official name of Windows Server 2003 is Microsoft Windows Server 2003 Operating System.
- The official name of Windows Server 2003 R2 is Microsoft Windows Server 2003 R2 Operating System.
- The official name of Windows Server 2008 is Microsoft Windows Server 2008 Operating System.
- The official name of Windows Server 2008 R2 is Microsoft Windows Server 2008 R2 Operating System.
- The official name of Windows Server 2012 is Microsoft Windows Server 2012 Operating System.
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- Other company and product names given in this manual or displayed in this software may be the trademarks of their respective companies.

■ Lineup of our manuals

These manuals are provided for the operation of the e-STUDIO2505H/e-STUDIO2505F. Select and read the manual best suited to your needs. This manual is the ***User's Guide***.

Safety Information (Printouts)

This manual describes the necessary precautions for use. For your added security, be sure to read this manual first.

Quick Guide (Printouts)

This manual describes the components, preparations, basic operations, and troubleshooting for the equipment.

User's Guide (PDF file, this manual)

This manual describes preparations for using the e-STUDIO2505H/e-STUDIO2505F, and how to use functions such as copying, printing, and scanning. It also describes maintenance and troubleshooting for the problems that could occur while you are using the equipment.

Software Installation Guide (PDF file)

This manual describes how to install and uninstall printer and scanner drivers.

TopAccess Guide (PDF file)

This manual describes how to use the co-packed utility "TopAccess". The settings and management of the equipment can be done using a Web browser.

Fax Guide (PDF file)

Only for e-STUDIO2505F.
This manual describes how to use the Fax functions. Various functions both basic and advanced regarding Fax transmission/reception are available.

Help menu for client software

To run the following client software, refer to the Help menu of each:

- Printer driver
- Scanner driver
- N/W-Fax driver (Only for e-STUDIO2505F)

❑ To read manuals in the PDF file format

This manual in the PDF (Portable Document Format) can be displayed/printed using Adobe Reader or Adobe Acrobat Reader. If neither is installed in your computer, download one of them. This can be done via the website of Adobe Systems Incorporated.

■ Forgery prevention function

This equipment has a forgery prevention function. Therefore, scan or copy function might not operate correctly.

■ Recommended toner cartridges

To assure optimal printing performance, we recommend that you use only genuine TOSHIBA toner cartridges. If you use a TOSHIBA-recommended toner cartridge, you can utilize the following three functions of this equipment:

Cartridge detecting function: This function checks if the toner cartridge is correctly installed and notifies you if it is not.

Toner remaining check function: This function notifies you when there is little toner remaining in the cartridge, as well as notifying your authorized service representative automatically by remote service.

Image quality optimization function: This function controls image quality according to the characteristics of the toner to be used and enables you to print images of an optimal quality.

If you are using a toner cartridge other than the one we recommend, the equipment may not be able to detect whether it is installed or not. Therefore, even if the toner cartridge is correctly installed, the error message “ERROR: TONER” appears on the LCD screen and printing may not be performed. You may also not be able to utilize the image quality optimization function, the toner remaining check function, and the remote service function which notifies your service representative automatically.

If you are using a toner cartridge other than the one we recommend, toner is not recognized. If this is a problem for you, please contact your service representative. Remember you will not be able to utilize the Toner remaining check function and Image quality optimization function as we mentioned.

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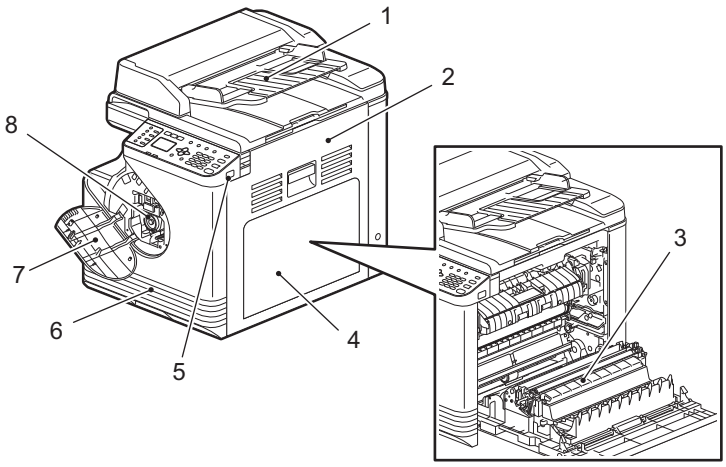
Components

■ Front/Right/Inner side



1. **Automatic Document Feeder (ADF)**
   Load up to 50 originals (80 g/m^2 or 20 lb. Bond) to scan one sheet after another. (The maximum number you can load may vary depending on the type of original.)
   📖 P.129 “Paper Misfeed”

2. **Side cover**

3. **Automatic Duplexing Unit**
   Install this to make it possible to print on both sides of paper.

4. **Bypass tray**
   Place special paper such as thick paper, overhead transparencies, or tracing paper.
   📖 P.21 “Loading paper on the bypass tray”
   📖 P.23 “Loading an envelope on the bypass tray”

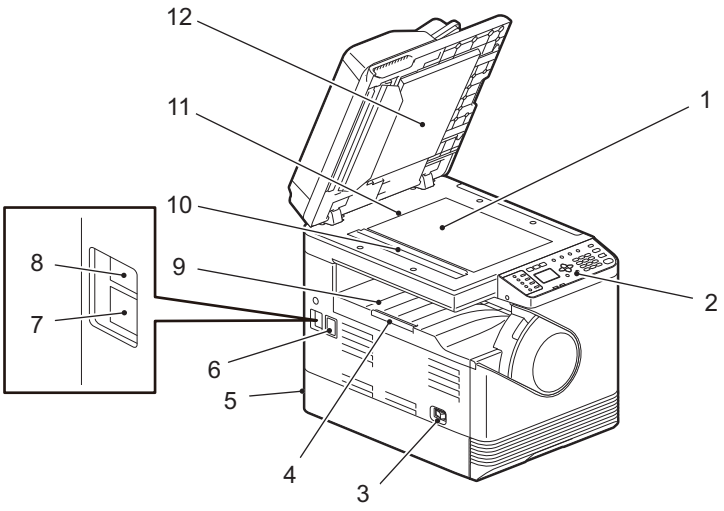
5. **USB port**
   Connect a USB device to store scanned data.

6. **Drawer**
   Place up to 250 sheets of plain paper (80 g/m^2 or 20 lb. Bond).
   📖 P.19 “Loading paper in the drawer”

7. **Front cover**
   Open this when you replace the toner cartridge.
   📖 P.134 “Replacing Toner Cartridge”

8. **Toner cartridge**
   For the recommended toner cartridges, refer to the ***Safety Information***.
   📖 P.134 “Replacing Toner Cartridge”

■ Left side



1. **Original glass**
   Place the book-type originals and special paper such as overhead transparencies or tracing paper, as well as plain paper.

2. **Control panel**
   Make settings to use the various functions on this equipment.
   📖 P.12 “Control panel”

3. **Power switch**
   Turns the power ON or OFF.
   📖 P.15 “Preparation 1 - Turning Power ON”

4. **Paper exit stopper**
   Stops large paper from sliding out of the receiving tray.
   When you use the stopper, pull out it until you hear a click sound.

5. **AC-IN terminal (rear)**
   Connect the power cable supplied with the equipment.

6. **FAX port (Only for e-STUDIO2505F)**
   Connect to a phone line to use the FAX functions.
   For details on how to use the Fax functions, see the following manual.
   📖 ***Fax Guide***

7. **Network interface connector**
   Use this connector when connecting this equipment to a network.

8. **USB terminal (4-pin)**
   Connect to your PC using a commercially available USB cable.

   Notes

   - Use a USB2.0 Hi-Speed certified cable: USB cable supporting the USB2.0 Hi-Speed mode (480 Mbps of transfer speed) certified by the USB Implementers Forum.
   - Connect the equipment with a PC directly by the USB cable. When it is connected with a PC via a USB hub, the equipment may not be recognized.

9. **Receiving tray**

10. Scanning area
The data of originals transported from Automatic Document Feeder are scanned here.
P.140 “Regular Cleaning”

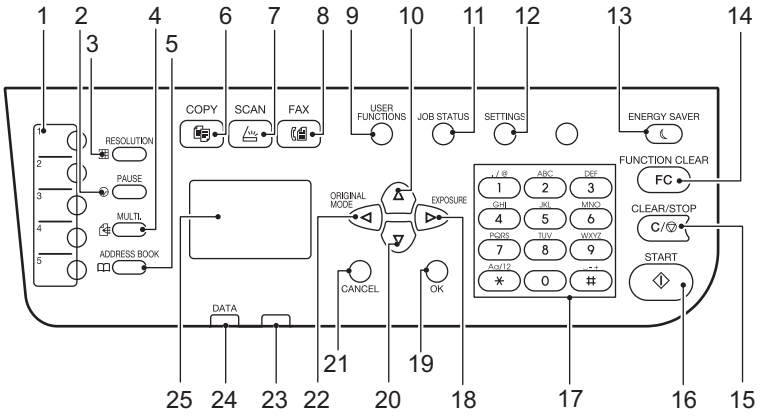
11. Original scale
Confirm the size of an original placed on the original glass.

12. Platen sheet
P.140 “Regular Cleaning”

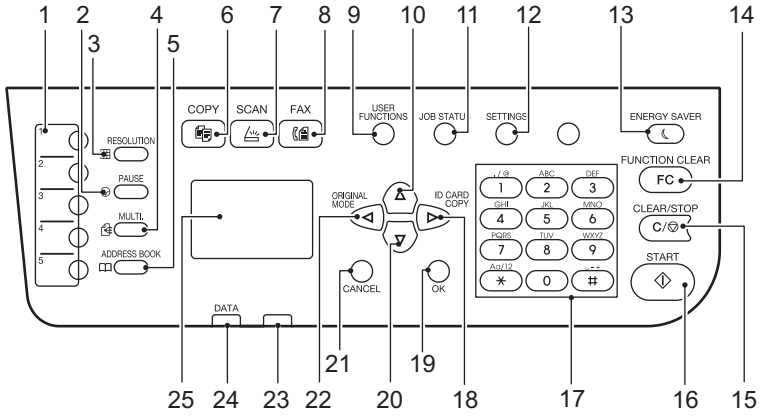
■ Control panel

The functions and indications of the ▷ button vary depending on the region. The illustrations show the control panel for Europe and the Americas unless they are specified.

For Europe and the Americas



For regions other than Europe and the Americas



1. **One Touch button (Only for e-STUDIO2505F)**
   Speed button for sending a fax.

2. **[PAUSE] button (Only for e-STUDIO2505F)**
   Use this to sustain sending a fax.

3. **[RESOLUTION] button (Only for e-STUDIO2505F)**
   Use this to select the resolution for sending a fax.

4. **[MULTI.] button (Only for e-STUDIO2505F)**
   Use this to send a fax to multiple destinations.

5. **[ADDRESS BOOK] button (Only for e-STUDIO2505F)**
   Use this to display the Address book.

6. **[COPY] button**
   Press this button to use the copy functions.

7. **[SCAN] button**
   Press this button to use the scan functions.

8. **[FAX] button (Only for e-STUDIO2505F)**
   Press this button to use the Fax functions. Available only when the Fax Unit is installed.
   For details on how to use the Fax functions, see the following manual.
   🕮 ***Fax Guide***

9. **[USER FUNCTIONS] button**
   Changes the equipment's default settings.
   🕮 P.119 "User Functions Menu List"

10. **△ button**
    Press this button on menu screens to move to the item above. If you press this button when the top menu item is highlighted, the bottom menu item is displayed.

11. **[JOB STATUS] button**
    Displays the processing status of print, scan, or fax, as well as allowing you to view the performance history and delete the job.
    For details on how to use the Fax functions, see the following manual.
    🕮 ***Fax Guide***

12. **[SETTINGS] button**
    Displays the current settings.

13. **[ENERGY SAVER] button**
    Enters into the energy saving mode.

14. **[FUNCTION CLEAR] button**
    Restores all the selected functions to the defaults.

15. **[CLEAR/STOP] button**
    Clears the number entered with the digital keys such as the number of copies, as well as cancels scanning or copying the original.

16. **[START] button**
    Starts the copying, scanning, or faxing operation.

17. **Digital keys**
    Enter numbers such as the number of copies, password or fax number.

18. **▷ button**
    Press this button once on the main screen (Copy) to show the "EXPOSURE" screen for Europe and the Americas, or the "ID CARD" screen for regions other than Europe and the Americas. Press it on menu screens to move to an item on the right or increase the setting.
    🕮 P.33 "Using the "EXPOSURE" or "ID CARD" function quickly"

19. **[OK] button**
    Determines the items or operations selected in each menu.

20. **▽ button**
    Press this button on menu screens to move to the item below. If you press this button when the bottom menu item is highlighted, the top menu item is displayed.

21. **[CANCEL] button**
    Cancels the current settings and returns to the previous item.

22. **◁ button**
    Press this button once on the main screen (Copy) to show the "ORIGINAL MODE" screen. Press it on menu screens to move to an item on the left or decrease the setting.
    🕮 P.34 "Selecting "ORIGINAL MODE" quickly"

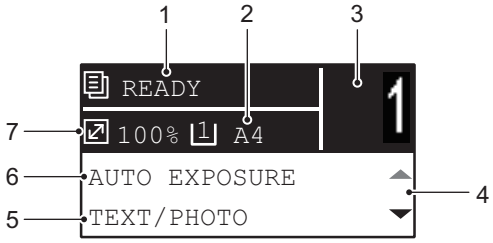
23. Alert lamp
Blinks or lights in case of an error.

24. [DATA] lamp
This lamp blinks while print data is being received, or fax data is being sent and received.

25. LCD screen
LCD screen
Confirms each menu and error messages.
P.14 “Main screen (Copy)”

■ Main screen (Copy)

Appears after the power of the equipment is turned ON and the warm-up is finished. This screen is called “main screen (Copy)”.



1. **Message**
Displays the current status or error messages.

2. **Paper size**
Displays the paper size specified for the drawer or the bypass tray.

3. **Copy quantity**
Displays the number of copies.

4. **Scroll icon**
Displays △ or ▽ that you can press on the current screen or menu.

5. **Original mode**
Displays the mode to copy the original.

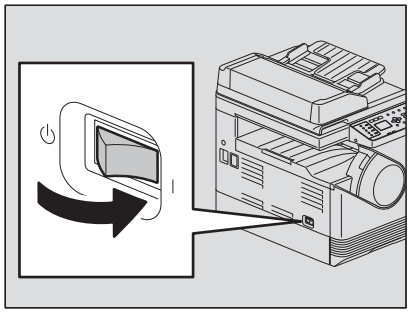
6. **Exposure**
Displays the copy density.

7. **Reproduction ratio**
Displays the reproduction or zoom ratio to copy.

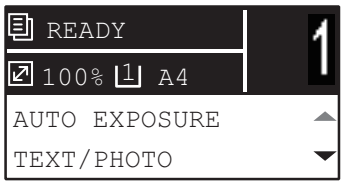
Preparation 1 - Turning Power ON

■ Turning on

Press the power switch to " | " (on).



Starts warming up, which takes approx. 20 seconds. When the warm-up has finished, the equipment is ready.



Tips

- If the access code function is enabled, press the [FUNCTION CLEAR] button after any operation has been finished to prevent unauthorized use of the equipment.
  For the details of the access code setting, ask your service technician.
- If you press [START] during the warm-up, copying automatically starts after it has finished. When the job is reserved, "COPYING" appears on the LCD screen to show you the current status.
  This function cannot be accessed while "PLEASE WAIT" is being displayed.

❑ Turning off

Press the power switch to " ⏻ " (off).

■ Saving energy when not in use - Energy saving mode -

To reduce power consumption, the equipment automatically enters into the energy saving mode when a specified period of time has passed since its last use.

❑ Types of energy saving mode

Low power mode: "SAVING ENERGY" appears on the LCD screen.
The equipment automatically enters into low power mode when a specified period of time elapses.

Sleep mode: The LCD screen is turned off and only [ENERGY SAVER] is lit.
The equipment enters into sleep mode when a specified period of time elapses or the [ENERGY SAVER] button is pressed.

Note

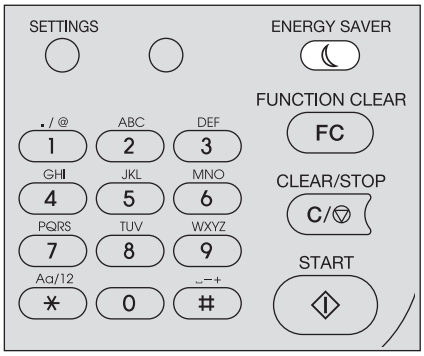
When "Status Monitor" is running, the equipment does not enter into the sleep mode. If you want to enable the sleep mode, exit it out.
📖 P.61 "Status Monitor"

Tip

The timers for "AUTO POWER SAVE" and "SLEEP MODE" have been set respectively as the factory default settings. You can change them in the "USER FUNCTIONS" menu.
📖 P.119 "User Functions Menu List"

❑ To turn the equipment into the energy saving mode (Sleep mode) manually

Press [ENERGY SAVER].



Canceling conditions for energy saving mode

The energy saving mode is canceled under the following conditions.

- When [ENERGY SAVER], [START], [COPY], [SCAN], or [FAX] on the control panel is pressed
  - For the low power mode: Press [ENERGY SAVER], [START], [COPY], [SCAN], or [FAX]
  - For the sleep mode: Press [ENERGY SAVER]
- When printing or scanning is performed from a PC connected with this equipment
- When fax data is received.

Preparation 2 - Loading Paper

Load an appropriate type of paper.

■ Acceptable paper types

Acceptable paper types differ depending on its paper source. See the table below for more details.

Paper source	Paper type	Paper size	Maximum sheet capacity*1
Drawer	Plain paper (64 - 80 g/m^2, 17 - 20 lb. Bond)	A/B format: A4 LT format: LT K format: 16K	250 sheets (80 g/m^2, 20 lb. Bond)
Bypass tray	Plain paper (64 - 80 g/m^2, 17 - 20 lb. Bond)	A/B format: A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO LT format: LD, LG, LT, LT-R, ST-R, COMP, 13"LG, 8.5"SQ K format: 8K, 16K, 16K-R	50 sheets (80 g/m^2, 20 lb. Bond)
	Thin (52 - 63 g/m^2, 14 - 16 lb. Bond)		1 sheet (52 - 63 g/m^2, 14 - 16 lb. Bond)
	Thick paper 1 (81 - 105 g/m^2, 21 - 28 lb. Bond)		1 sheet (81 - 105 g/m^2, 21 - 28 lb. Bond)
	Thick paper 2 (106 - 163 g/m^2, 29 lb. Bond - 90 lb. Index)		1 sheet (106 - 163 g/m^2, 29 lb. Bond - 90 lb. Index)
	Tracing paper (75 g/m^2, 20 lb. Bond)		1 sheet
	Sticker labels		1 sheet
	Transparencies*2	A4/LT only	1 sheet
	Envelope*3	DL (110 mm x 220 mm), COM10 (4 1/8" x 9 1/2"), Monarch (3 7/8" x 7 1/2"), CHO-3 (120 mm x 235 mm), YOU-4 (105 mm x 235 mm)	1 sheet

*1 “Maximum sheet capacity” refers to the maximum number of sheets when recommended paper is used. See the following pages for the recommended paper:
📖 P.18 “Recommended paper”

*2 Be sure to use the recommended overhead transparencies. Using other transparencies could cause an equipment malfunction.

*3 Envelope can be used when printing from your PC.

Notes

- Do not mix various paper sizes in one drawer.
- “LT format” is the standard size for only use in North America.
- “K format” is a Chinese standard size.

Tip

Abbreviations for LT format sizes:
LT: Letter, LD: Ledger, LG: Legal, ST: Statement, COMP: Computer

■ Recommended paper

To ensure the best copy performance, the paper types listed below are recommended. If you want to use paper other than that we recommend, contact your service technician.

Paper type	Product name	
Plain paper	A/B format: TGIS Paper/Mondi LT format: TIDAL/Hammermill	80 g/m^2, 20 lb. Bond
	K format: Classic Jetset COPY PAPER/UPM	70 g/m^2
Thick paper 1	A/B format: Color Copy/Mondi LT format: Laser/Hammermill	90 g/m^2, 24 lb. Bond
	A/B format: Color Copy/Mondi	100 g/m^2
Thick paper 2	A/B format: Color Copy/Mondi LT format: Laser/Hammermill	120 g/m^2, 32 lb. Bond
	A/B format: Color Copy/Mondi LT format: Exact Index/WAUSAU	160 g/m^2, 90 lb. Index
Tracing paper	Tracing paper/Ostrich International	75 g/m^2, 20 lb. Bond
Sticker labels	A/B format: 3478/ZWECH-AVERY LT format: 5165/AVERY	
Transparencies *1	A/B format: PP2500/3M LT format: X10.0/FOLEX	
Envelope	COM10/ColumbianCO138/Westvaco, No.553/Monarch/mailwell	

*1 Be sure to use the recommended overhead transparencies. Using other transparencies could cause an equipment malfunction.

❑ Paper types not acceptable

Do not use the types of paper listed below since they may cause paper misfeeds.
- Damp paper
- Creased paper
- Wrinkled paper or paper prone to be curled
- Extremely smooth or rough surface paper

Do not use the types of paper listed below since they may cause an equipment malfunction.
- Paper whose surface is specially treated
- Paper once printed with other copiers or printers

❑ Storing paper

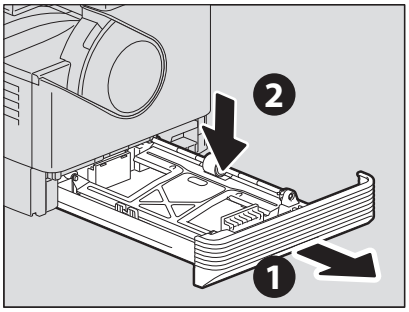
Note the following points when storing paper.
- Wrap the paper in its packaging to prevent it from gathering dust.
- Do not expose the paper to direct sunlight.
- Do not store the paper in a humid location.
- Store the paper on a flat surface to prevent it from becoming curled or creased.

■ Loading paper in the drawer

For the acceptable paper, see the following pages:
P.17 “Acceptable paper types”

1 Turn the power of the equipment ON.

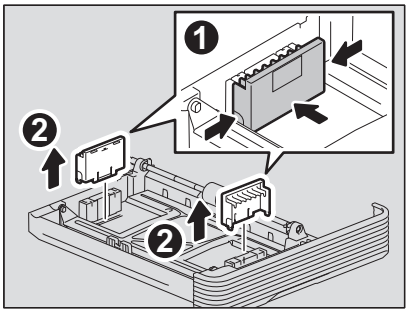
2 Pull out the drawer carefully, and then press down the paper plate.



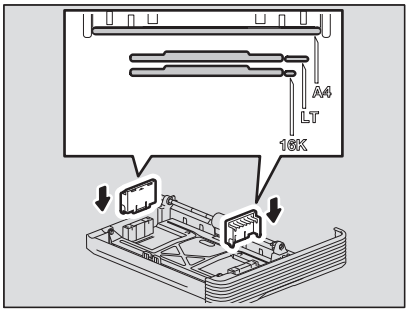
Note

Press it down until you hear a click sound and it is no longer lifted up.

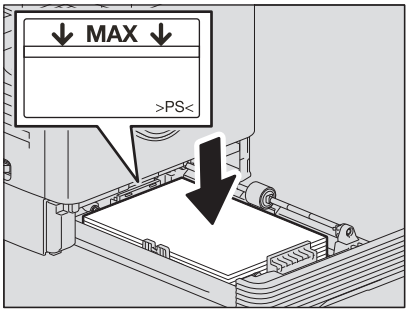
3 Remove the side guides.



4 Attach the side guides according to the paper size.



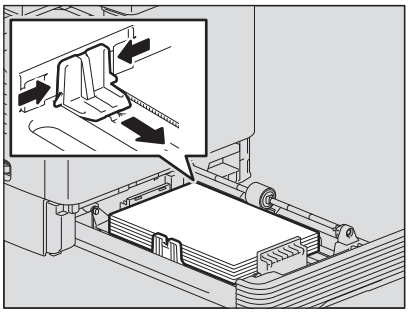
5 Load paper face up in the drawer.



Notes

- Up to 250 sheets (80 g/m^2 or 20 lb. Bond) can be loaded. Be sure that the height of the stacked paper does not exceed the line indicated inside of the side guides.
  P.17 “Acceptable paper types”
- Fan the paper well before loading it in the drawer, otherwise multiple feeding could occur. Be careful not to cut your fingers.
- The printable side may be noted on its packaging.

6 Move the end guide to the trailing edge of the paper while pushing its lower part in the direction of the arrows.



Note

Widen the gap with both hands.

7 Push the drawer straight into the equipment slowly until it stops.

⚠ CAUTION

Do not catch your fingers in the drawer when closing it.
This could cause injury.

Register the paper size into the equipment.
When you load paper in the drawer for the first time, register the paper size. Be sure to register it correctly, otherwise it could cause a paper misfeed.
For the registration, see the following pages:
P.26 “Preparation 3 - Registering Paper Size and Type”

Note

Be sure to register the paper size each time you have changed it.

■ Loading paper on the bypass tray

Note

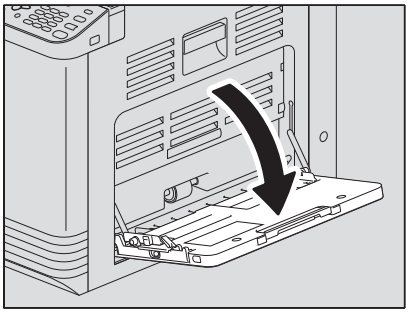
The contents of the original(s) are rotated when copied on paper of the following sizes fed from the bypass tray.
A/B format: A3, A4-R, A5-R, B4, B5-R, FOLIO
LT format: LD, LG, LT-R, ST-R, COMP, 13"LG, 8.5"SQ
K format: 8K, 16K-R

For example, to copy an A5-size original, place the original on the original glass in A5 portrait orientation and paper on the bypass tray in A5 landscape orientation (A5-R).

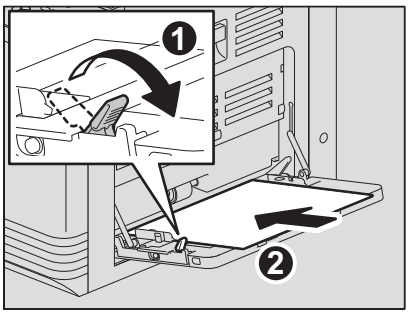
To enlarge an A4-size original to A3, place the original on the original glass in A4 portrait orientation and A3 paper on the bypass tray.

The illustrations below are example of loading A4/LT size paper.
For the acceptable paper, see the following pages:
📖 P.17 “Acceptable paper types”

1 Open the bypass tray.



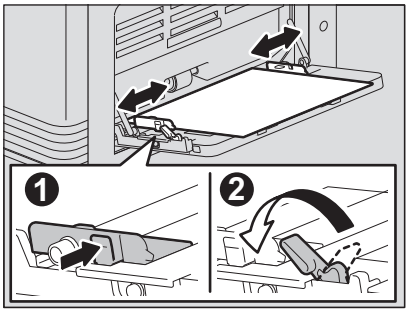
2 Pull the paper holding lever out, and then load paper face down and straight on the bypass tray.



Note

The printable side may be noted on its packaging.

3 Align the side guides with the edges of the paper, and then push back the lever.

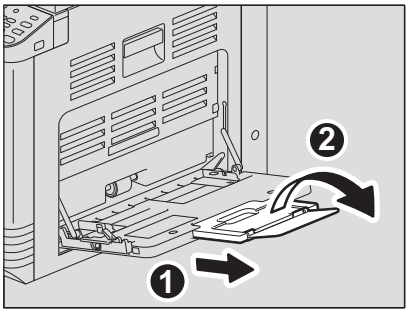


Notes

- Up to 50 sheets of plain paper (80 g/m^2 or 20 lb. Bond) can be loaded. Be sure that the height of the stacked paper does not exceed the indicators of the side guides. If paper other than plain is used, set it one sheet at a time.
- Fan the paper well before loading it on the bypass tray, otherwise multiple feeding could occur. Be careful not to cut your fingers.
- Do not push the paper forcibly into the entrance of the bypass feeder, otherwise it could cause a paper misfeed.

Tip

When you use paper longer than the bypass tray size, pull out the paper holder from the tray, and then open it.



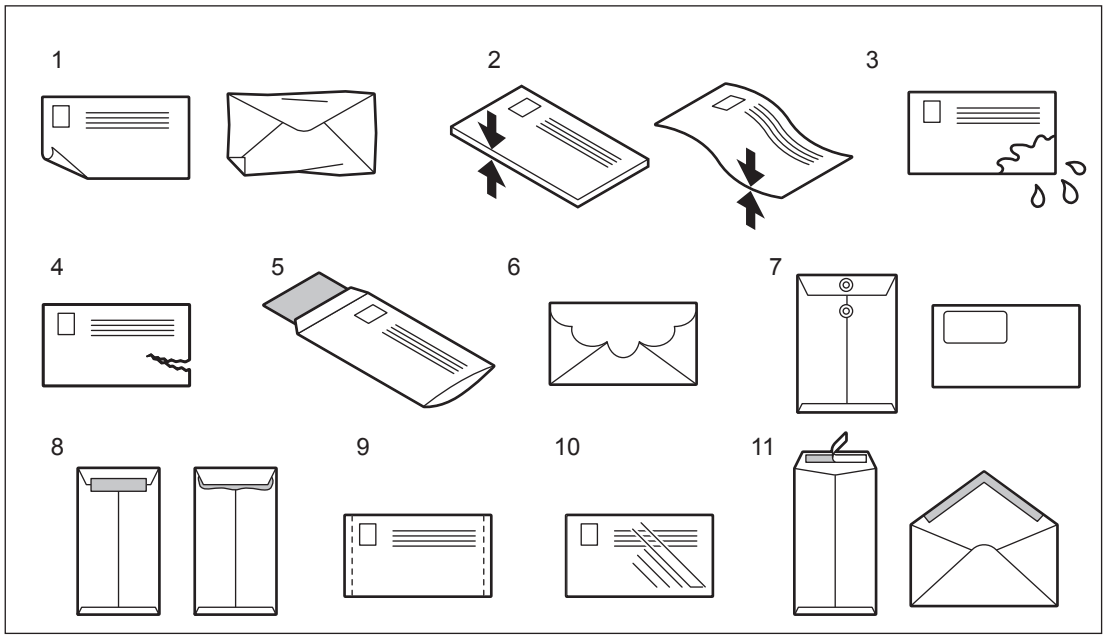
■ Loading an envelope on the bypass tray

For the acceptable envelope sizes, see the following pages:
📖 P.17 “Acceptable paper types”

Notes for using envelopes

Do not use the following envelopes, otherwise they may cause a paper misfeed or damage to the equipment.

1. Badly curled, wrinkled or folded envelopes
2. Extremely thick or thin envelopes
3. Wet or damp envelopes
4. Torn envelopes
5. Envelopes which include the contents
6. Non-standard size envelopes (ones with a special shape)
7. Envelopes with eyelets or windows
8. Envelopes sealed with adhesive paste or tape
9. Partly-opened or perforated envelopes
10. Envelopes with special coating on the surface
11. Envelopes with glue or double-sided adhesive tape

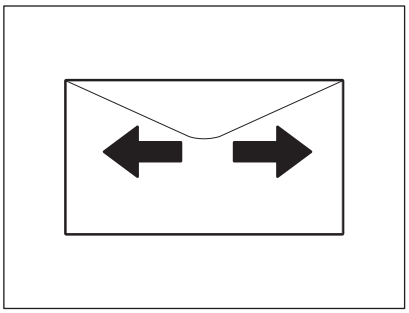


Note

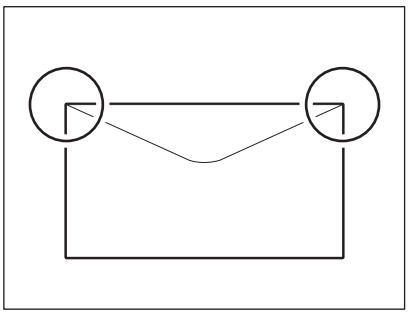
Store envelopes at room temperature and away from heat and moisture.

1 Place an envelope on a flat clean surface and press it with your hands in the arrow directions as shown below to expel air from the inside.

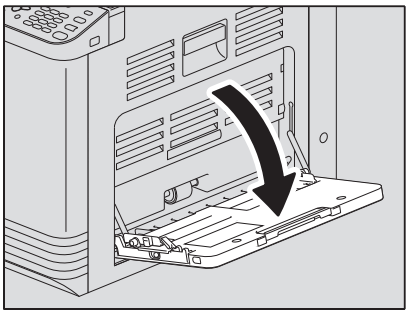
Press it well to prevent the flap from rolling upward.



Correct bent corners of the envelope.

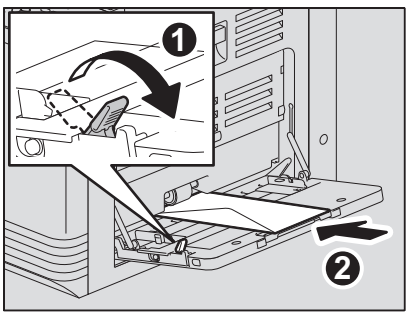


2 Open the bypass tray.



3 Pull the paper holding lever out, and then load the envelope face down on the bypass tray.

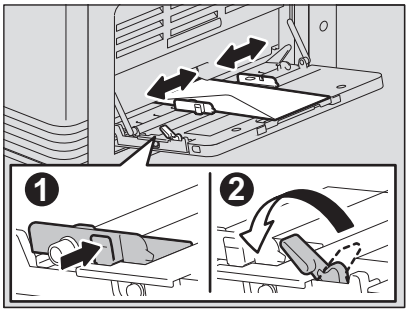
Place the envelope with its flap side at the front as shown below.



Note

Do not copy or print on the back of envelopes, otherwise it may cause a paper misfeed or soil them or the inside of the equipment.

4 Align the side guides to the edges of the envelope, and then push back the lever.



Preparation 3 - Registering Paper Size and Type

When you load or change paper, a pop-up window appears. Follow the instructions to register the items below in the equipment.

- For the drawer: the paper size
- For the bypass tray: the paper size and type

Note

You can also register the paper size for the drawer in the “USER FUNCTIONS” menu.
P.119 “User Functions Menu List”

2

COPY FUNCTIONS

Basic Copy Procedure 28
Acceptable originals 28
Copying originals 29

Copy Settings 35
Adjusting the exposure 35
Selecting the original mode 36
Selecting the paper 37
Enlarging or reducing the copy size 39
Sorting pages 43
Copying two or four pages on each sheet 44
Copying both sides of a card on a sheet 46
Erasing the shadow on edges 47
Shifting the pages to the right or left 48
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Adding a page number and date/time on the copied paper 50
Image direction 50
Confirming the current function settings 51

Basic Copy Procedure

Learn the basic copy procedure in this section. For the other various functions, see the following pages:
📖 P.35 “Copy Settings”

Make sure that the equipment is ready to copy.
📖 P.15 “Preparation 1 - Turning Power ON”
📖 P.17 “Preparation 2 - Loading Paper”
📖 P.26 “Preparation 3 - Registering Paper Size and Type”

■ Acceptable originals

Acceptable originals differ depending on the setting position. See the table below for more details.
If you are using the Automatic Document Feeder, you can automatically scan a stack of plain paper originals at one time.

Setting position	Type	Maximum size	Acceptable sizes for automatic size detection*1	Maximum number of sheets
Original glass	Plain paper Special paper Booklets	A4 or LT	-	-
Automatic Document Feeder	Plain paper (50 - 104 g/m^2, 13 - 27 lb. Bond)	A3 or LD	A/B format: A3, A4, A4-R, A5-R, B4, B5, B5-R LT format: LD, LG, LT, LT-R, ST-R, COMP K format: 8K, 16K, 16K-R	50 sheets (80 g/m^2, 20 lb. Bond) (or stack height 9.5 mm)*2

*1 The automatic size detection function is only available when the Automatic Document Feeder is installed.
*2 The maximum number of sheets acceptable varies depending on the type of original.

❑ Maximum number of originals scanned at one time

You can scan up to 50 original sheets at one time. When the number of sheets to be scanned exceeds 50 or the built-in memory in the equipment is full, scanning stops and an error message is displayed on the LCD screen. Press any button on the control panel to delete the scanned data.

❑ Precautions for Automatic Document Feeder

Do not use the following types of original as they may cause a paper misfeed or damage to the equipment:
- Originals that are folded or curled
- Originals with carbon copies
- Originals that have been taped, pasted, or cut-out
- Originals that have been clipped or stapled
- Originals with holes or tears
- Originals that are damp
- Overhead transparencies or tracing paper
- Coated paper (e.g. coated with wax)
- Originals with multiple holes punched (e.g. loose leaf paper)

The following types of originals can be used but need extra care:
- Originals that you cannot slide with your fingers or whose surface is specially treated (they may not be able to be separated from each other at feeding)
- Originals that are folded or curled (should be smoothed out before being used)

When black streaks appear

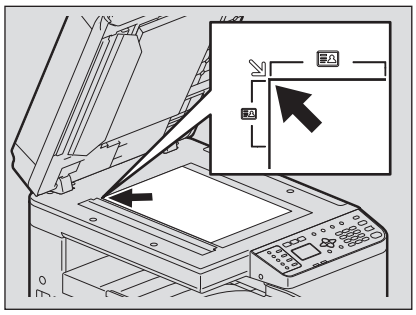
If the scanning area or the guide area is dirty, image problems such as black streaks may occur. Weekly cleaning of these areas is recommended.
📖 P.140 “Regular Cleaning”

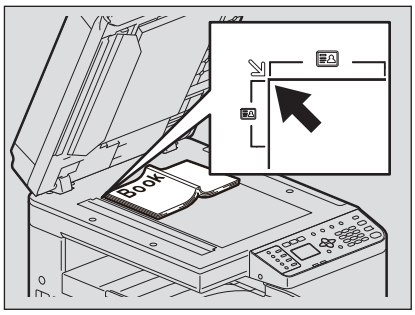
■ Copying originals

Follow the common basic instructions below to make a copy.

1 Place the original(s).

- **Placing originals on the original glass**
  1) Raise the platen cover or the Automatic Document Feeder.
  2) Place the original face down on the original glass.
  3) Align the original with the top-left corner of the original glass.
  4) Lower the platen cover or the Automatic Document Feeder carefully.





⚠ CAUTION

Do not place heavy objects (4 kg/8.8 lb. or over) on the original glass and do not force it down.
It may breaks the glass and could cause injury.

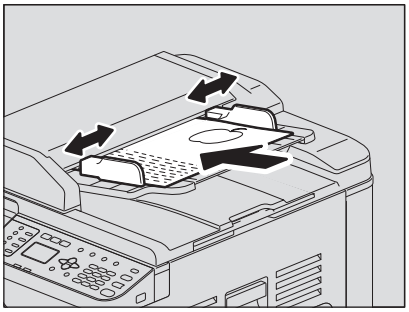
Notes

- When you copy originals with folds or wrinkles, smooth out the folds and wrinkles first. Then, place the original on the original glass and close the platen cover or the Automatic Document Feeder to start copying.
- If a shadow of the folds or wrinkles appears on copies although you smooth out them, adjust the exposure or use the “BACKGROUND ERASE” function.
- When you place a booklet-type original, strong light may leak out while copying. Do not look directly at the original glass.
- When you place a thick booklet, do not close the Platen Cover or the Automatic Document Feeder forcefully; you can still make copies without closing the cover or feeder.
- If the size of the original is not detected correctly, set the size manually.
  📖 P.39 “Enlarging or reducing the copy size”

Tip

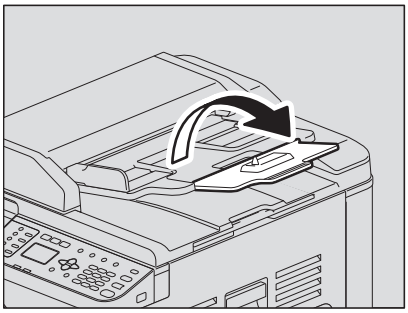
When you use the transparent original such as overhead transparencies and tracing paper, place a blank plain sheet of paper - the same size or a larger sheet - over the original, otherwise the copied image could be stained.

- **Placing originals on the Automatic Document Feeder**
  1) Align all the originals.
  2) Place them face up and align the side guides to the original length.

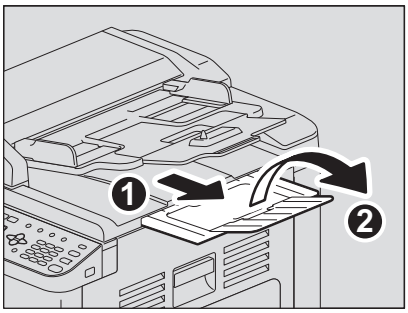


Notes

- The top sheet of the originals will be scanned first.
- Do not load more than 50 originals (80 g/m^2, 20 lb. Bond) at once, and make sure the thickness of the stack of originals does not exceed 9.5 mm regardless of their size.
- When placing long originals (A3, B4, A4-R, LD, LG, COMP, or 8K), open the original holder so that the size of the original can be detected correctly.

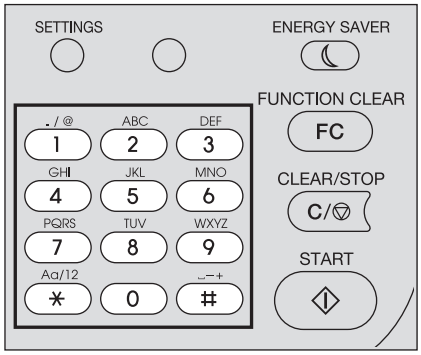


- To prevent long originals (A3, B4, A4-R, LD, LG, COMP, or 8K) from sliding out, extend the paper exit stopper and raise the sub-stopper. When you have finished using the stopper, lift it slightly and slide it back in.



- To prevent misfeeding, do not leave originals or turn OFF/ON the equipment with originals on the Automatic Document Feeder.

2 Enter the number of copies with the digital keys.



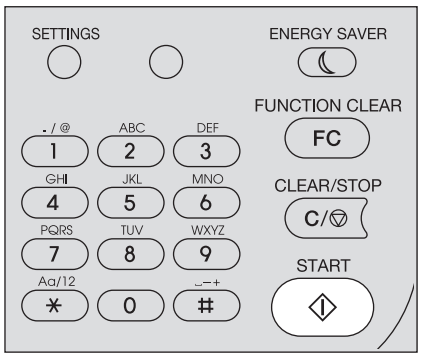
3 Make the copy settings as required.

P.35 “Copy Settings”

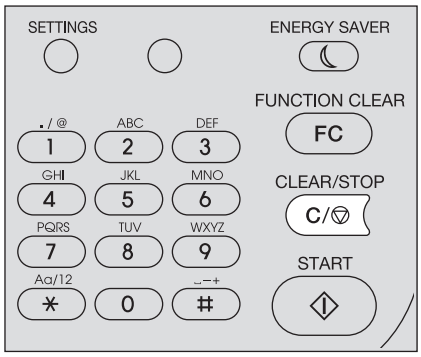
Note

You may not be able to use some combinations of functions.
P.148 “Copying Function Combination Matrix”

4 Press [START] to start copying.



To stop or resume copying, press [CLEAR/STOP] during copying.



Press [OK] or [CANCEL] according to the message displayed on the LCD screen.

When the copying has finished, press [FUNCTION CLEAR] to clear the set copy functions and return to the main screen (Copy).

Notes

- If the paper source runs out of paper, an error message is displayed on the LCD screen and copying stops. Load paper. The equipment automatically resumes copying after approx. 3 seconds have passed.
- The receiving tray can hold up to 100 sheets. If the excessive paper error occurs, the lamp blinks and an error message is displayed on the LCD screen. Remove the paper from the tray and press [START] to resume copying.
- When you use overhead transparencies, remove them one by one every time they are ejected. Otherwise, they could be curled and not be good for projection.

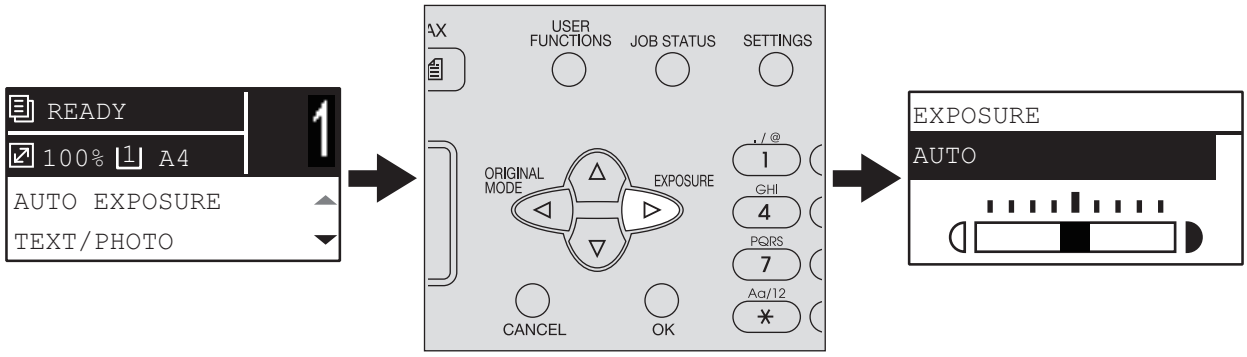
❑ Shortcut keys

You can access some functions by simply pressing the ▷ and ◁ button.
🕮 P.33 “Using the “EXPOSURE” or “ID CARD” function quickly”
🕮 P.34 “Selecting “ORIGINAL MODE” quickly”

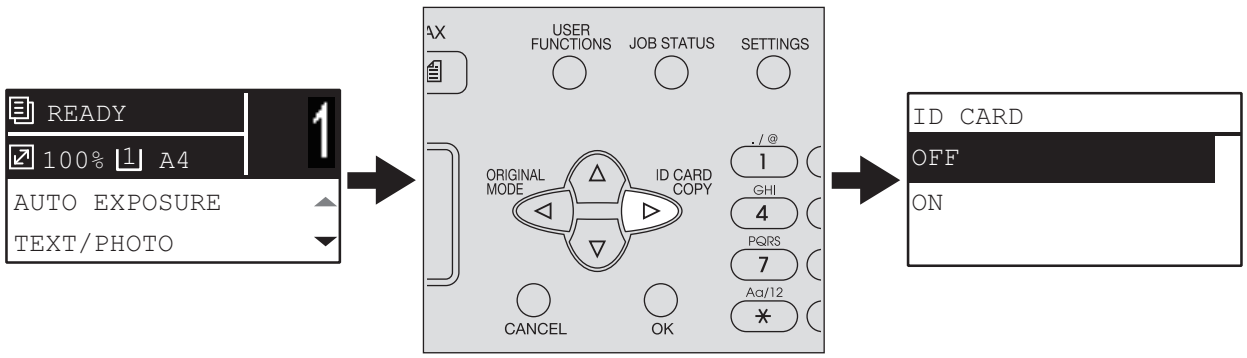
Using the “EXPOSURE” or “ID CARD” function quickly

On the first screen of Copy mode, the ▷ button function varies depending on the region. It can work as the [EXPOSURE] button for Europe and the Americas, or the [ID CARD] button for regions other than Europe and the Americas. Just press the button to access the “EXPOSURE” or “ID CARD” function so that you can change the copy density, or you can copy the front and back of a card on a sheet of paper.
🕮 P.35 “Adjusting the exposure”
🕮 P.46 “Copying both sides of a card on a sheet”

For Europe and the Americas



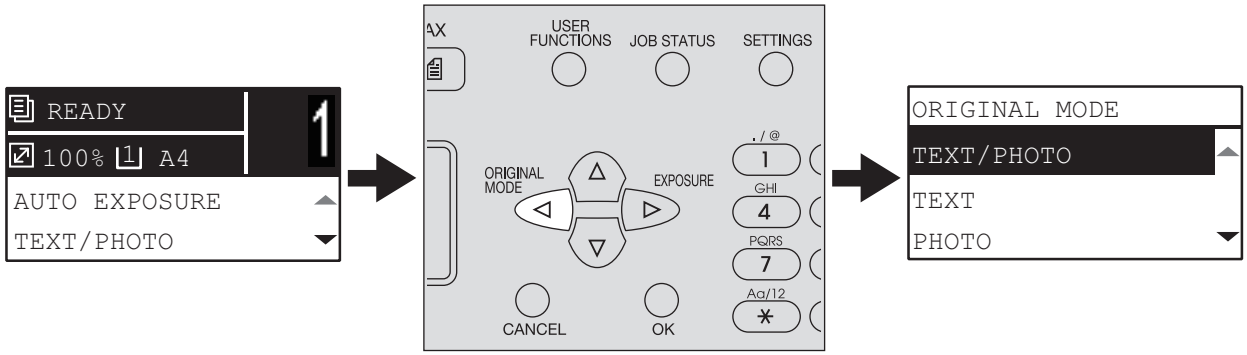
For regions other than Europe and the Americas



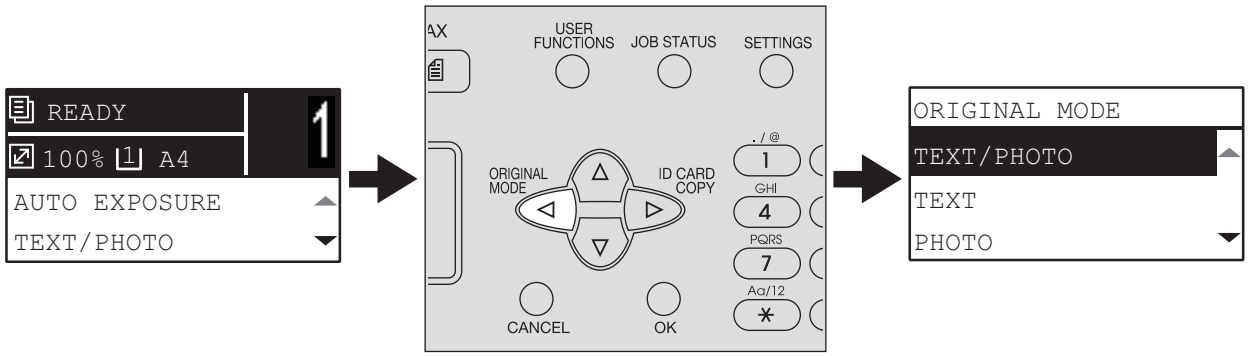
Selecting “ORIGINAL MODE” quickly

On the first screen of Copy mode, the ◁ button can work as the [ORIGINAL MODE] button. Just press the button to access the “ORIGINAL MODE” function so that you can change the original mode.
P.36 “Selecting the original mode”

For Europe and the Americas



For regions other than Europe and the Americas



Copy Settings

You can make the copy settings on the copy functions menu.

Tip

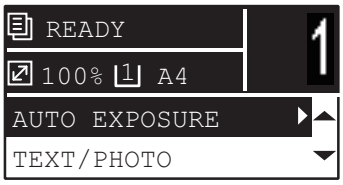
Press [CANCEL] to exit from the setting without making any changes.

■ Adjusting the exposure

You can adjust the density to make copies lighter or darker in nine levels from -4 to +4. The auto density setting can represent the copy image in the middle density status.

Tip

You can directly access this function by pressing ▷. The button operation varies depending on the region.
For Europe and the Americas:
📖 P.33 “Using the “EXPOSURE” or “ID CARD” function quickly”



Menu Functions	Settings	Description
EXPOSURE	**AUTO**	Adjusts the density automatically.
	Manual	Adjusts the density manually.

1 Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.

2 Press ▽ or △ to select the setting item.

3 Adjust the density as follows.

For “AUTO”:
Press [OK].

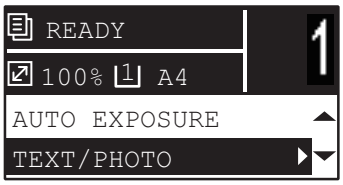
For manual:
1) Press ▷ or ◁ to increase or decrease the density level.
2) Press [OK].

■ Selecting the original mode

You can select suitable original image to copy.

Tip

You can directly access this function by pressing ◁.
📖 P.34 “Selecting “ORIGINAL MODE” quickly”



Menu Functions	Settings	Description
ORIGINAL MODE	**TEXT/PHOTO**	Text and photographs mixed.
	TEXT	Text only or text and fine illustration only.
	PHOTO	Photographs only.
	BACKGROUND ERASE	Dark background is placed.

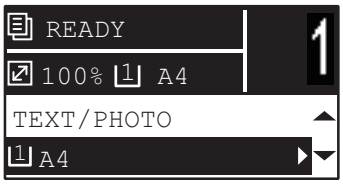
1 Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.

2 Press ▽ or △ to select the setting item, and then press [OK].

■ Selecting the paper

You can select the paper source in which the paper of the desired size and type is loaded.
📖 P.17 “Acceptable paper types”

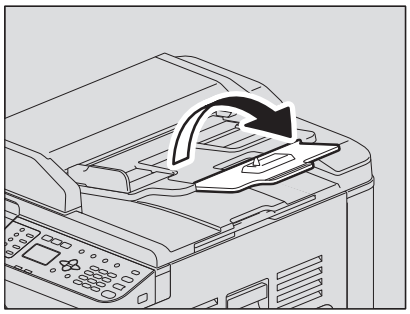
❑ Selecting the paper source



Menu Functions	Settings	Description
DRAWER	**Drawer 1 XX**	Uses the drawer as the paper source. The variable “XX” indicates the paper size.
	Bypass XX	Uses the bypass tray as the paper source. Available only when the paper is loaded on the bypass tray. The variable “XX” indicates the paper size.
	APS	Automatic Paper Selection. Detects the size of the original and selects paper of the same size automatically. Available only when the original is placed on the Automatic Document Feeder.

Notes

- This function may not work properly for totally dark originals or originals with dark borders.
- When placing long originals (A3, B4, A4-R, LD, LG, COMP, or 8K), open the original holder so that the size of the original can be detected correctly.



Tip

For the detectable original sizes, see the following page:
📖 P.28 “Acceptable originals”

1 Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.

2 Press ▽ or △ to select the setting item.

To select the paper size:

1) Press ▷.
2) Press ▽ or △ to select the paper size, and then press [OK].

To accept the setting:

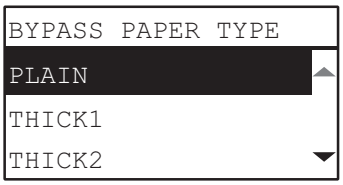
Press [OK].

❑ Selecting the bypass tray automatically

When you load paper into the bypass tray, the paper source automatically changes from the drawer to the bypass tray. The LCD screen automatically changes so that you can easily set the paper size and type for the bypass tray.

1 Press ▽ or △ to select the paper size, and then press [OK].

2 Press ▽ or △ to select the paper type, and then press [OK].



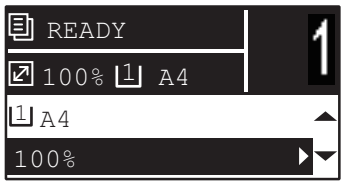
Remove the paper from the bypass tray after copying is finished. The paper source automatically changes back to the drawer.

■ Enlarging or reducing the copy size

You can enlarge or reduce the size of copies in the following three ways.

- Specify the ratio manually (📖 P.39)
- Select a fixed zoom ratio (📖 P.40)
- Automatic Magnification Selection (AMS) (📖 P.41)

❑ Specifying the ratio manually



Menu Functions	Settings		Description
ZOOM	Manual zoom (25 - **100** - 400%)		Adjusts the ratio manually.
	FIXED ZOOM	**A/B format:** 71% (A4 -> A5), 141% (A4 -> A3 / A5 -> A4), 200% (A5 -> A3), 300%, 400% **LT format:** 65% (LT -> ST), 100% (LT -> LG), 129% (LT -> LD / ST-> LT), 154% (ST -> LG), 200% (ST -> LD), 300%, 400% **K format:** 71% (A4 -> A5), 76% (16K -> A5), 91% (A4 -> 16K), 108% (16K -> A4), 129% (A4 -> 8K / A5 -> 16K), 138% (16K -> 8K), 141% (A4 -> A3 / A5 -> A4), 152% (16K -> A3), 182% (A5 -> 8K), 200% (A5 -> A3), 300%, 400%	📖 P.40 “Selecting a fixed zoom ratio”
	AMS		📖 P.41 “Automatic magnification selection (AMS)”

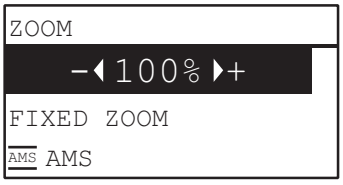
1 Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.

2 Press ▽ or △ to select the setting item for manual zoom.

When manual zoom is already selected, this step is not necessary.

3 Press ▷ or ◁ to increase or decrease the zoom ratio, and then press [OK].

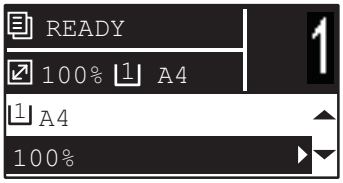
You can keep pressing the button to adjust the ratio quickly.



Notes

- To make an enlarged or reduced copy of an original in portrait direction placed on the original glass onto a paper in landscape direction, set a fixed zoom ratio.
  📖 P.40 “Selecting a fixed zoom ratio”
- To make an enlarged or reduced copy of an original in portrait direction placed on the Automatic Document Feeder onto a paper in landscape direction, select “AMS” for zoom ratio.
  📖 P.41 “Automatic magnification selection (AMS)”

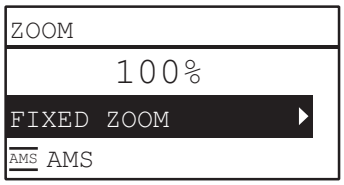
❑ Selecting a fixed zoom ratio



Menu Functions	Settings		Description
ZOOM	Manual zoom (25 - **100** - 400%)		🕮 P.39 “Specifying the ratio manually”
	FIXED ZOOM	**A/B format:** 71% (A4 -> A5), 141% (A4 -> A3 / A5 -> A4), 200% (A5 -> A3), 300%, 400% **LT format:** 65% (LT -> ST), 100% (LT -> LG), 129% (LT -> LD / ST-> LT), 154% (ST -> LG), 200% (ST -> LD), 300%, 400% **K format:** 71% (A4 -> A5), 76% (16K -> A5), 91% (A4 -> 16K), 108% (16K -> A4), 129% (A4 -> 8K / A5 -> 16K), 138% (16K -> 8K), 141% (A4 -> A3 / A5 -> A4), 152% (16K -> A3), 182% (A5 -> 8K), 200% (A5 -> A3), 300%, 400%	Selects a fixed zoom ratio.
	AMS		🕮 P.41 “Automatic magnification selection (AMS)”

1 Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.

2 Press ▽ or △ to select “FIXED ZOOM”, and then press ▷.

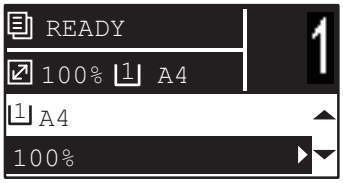


3 Press ▽ or △ to select a zoom ratio, and then press [OK].

Notes

- To make an enlarged or reduced copy of an original in portrait direction placed on the original glass onto a paper in landscape direction, set a fixed zoom ratio.
  🕮 P.40 “Selecting a fixed zoom ratio”
- To make an enlarged or reduced copy of an original in portrait direction placed on the Automatic Document Feeder onto a paper in landscape direction, select “AMS” for zoom ratio.
  🕮 P.41 “Automatic magnification selection (AMS)”

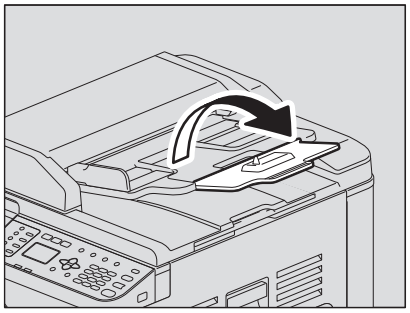
❑ Automatic magnification selection (AMS)



Menu Functions	Settings		Description
ZOOM	Manual zoom (25 - **100** - 400%)		📖 P.39 “Specifying the ratio manually”
	FIXED ZOOM	**A/B format:** 71% (A4 -> A5), 141% (A4 -> A3 / A5 -> A4), 200% (A5 -> A3), 300%, 400% **LT format:** 65% (LT -> ST), 100% (LT -> LG), 129% (LT -> LD / ST-> LT), 154% (ST -> LG), 200% (ST -> LD), 300%, 400% **K format:** 71% (A4 -> A5), 76% (16K -> A5), 91% (A4 -> 16K), 108% (16K -> A4), 129% (A4 -> 8K / A5 -> 16K), 138% (16K -> 8K), 141% (A4 -> A3 / A5 -> A4), 152% (16K -> A3), 182% (A5 -> 8K), 200% (A5 -> A3), 300%, 400%	📖 P.40 “Selecting a fixed zoom ratio”
	AMS		Detects the size of the original and automatically sets the optimum zoom ratio for the paper size. Available only when the original is placed on the Automatic Document Feeder.

Notes

- This function may not work properly for totally dark originals or originals with dark borders.
- When placing long originals (A3, B4, A4-R, LD, LG, COMP, or 8K), open the original holder so that the size of the original can be detected correctly.

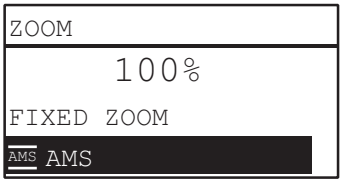


Tip

For the detectable original sizes, see the following page:
📖 P.28 “Acceptable originals”

1 Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.

2 Press ▽ or △ to select “AMS”, and then press [OK].



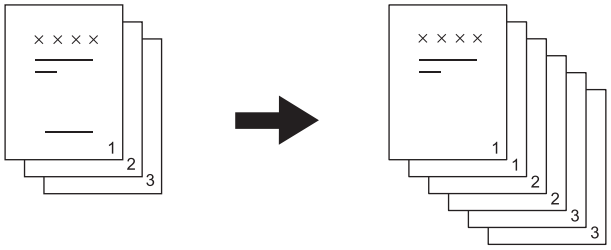
Notes

- To make an enlarged or reduced copy of an original in portrait direction placed on the original glass onto a paper in landscape direction, set a fixed zoom ratio.
  📖 P.40 “Selecting a fixed zoom ratio”
- To make an enlarged or reduced copy of an original in portrait direction placed on the Automatic Document Feeder onto a paper in landscape direction, select “AMS” for zoom ratio.
  📖 P.41 “Automatic magnification selection (AMS)”

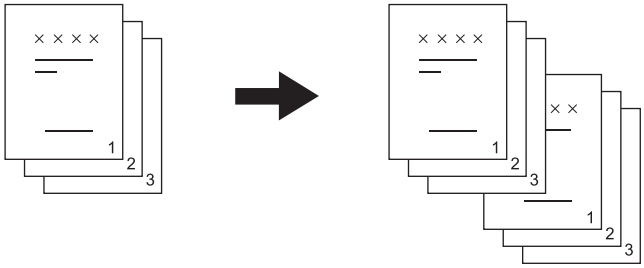
■ Sorting pages

You can sort a number of copied pages in the same order as the original.

NON SORT: Not to sort the copied pages. All copies of the first page are ejected first and then all copies of subsequent pages are ejected in sequence.

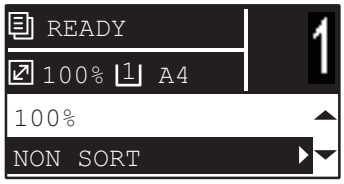


SORT: Sorts the copied pages in the same order as the original and eject all sets of copies in the same orientation.



Tip

When an original is placed on the Automatic Document Feeder, “SORT” is automatically set.



Menu Functions	Settings
FINISHING	**NON SORT**
	SORT

1 Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.

2 Press ▽ or △ to select the setting item, and then press [OK].

3 Specify the number of copies to “2” or more.

🕮 P.29 “Copying originals”

When placing the original on the original glass

After the first original is scanned, the LCD screen shows “NEXT ORIGINAL?”.
Make sure that “SCAN NEXT PAGE” is selected, place the next original on the original glass, and then press [OK] or [START]. When all the originals have been scanned, select “FINISHED”, and then press [OK] or [START].

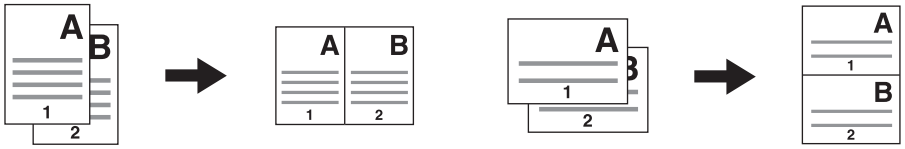
Note

“CANCEL JOB?” is displayed if there is no operation for a certain period.

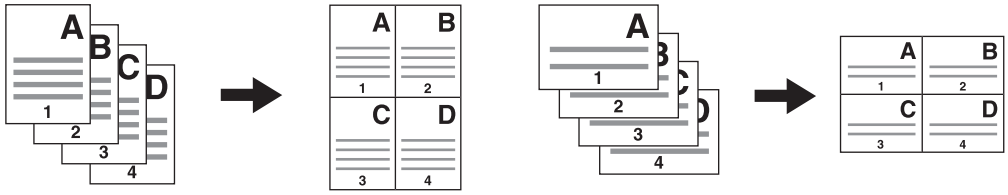
■ Copying two or four pages on each sheet

You can copy two or four original pages on each sheet of paper.

OFF: Disables this function.
2IN1: Copies two pages on a sheet of paper.

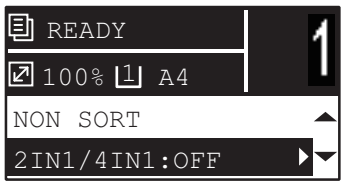


4IN1: Copies four pages on a sheet of paper.



Notes

- Be sure the [Paper size], [EXPOSURE] and the like are set before selecting [2IN1/4IN1].
- You need to make settings to use the “2IN1/4IN1” function from “USER FUNCTIONS” - “COPY” - “2IN1/4IN1”.
  📖 P.120 “User functions menu items”
- This function is not available for some paper sizes. If you have set the unavailable sizes, the LCD screen shows the error message and you cannot use this function.
  📖 P.17 “Preparation 2 - Loading Paper”
  📖 P.26 “Preparation 3 - Registering Paper Size and Type”
- Copying without specifying paper size and direction of the original pages may result in unexpected page allocation order or image position.



Menu Functions	Settings
2IN1/4IN1	**OFF**
	2IN1
	4IN1

1 Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.

2 Press ▽ or △ to select the setting item, and then press ▷.

3 Follow the instructions on the LCD screen to use the "2IN1/4IN1" function. You are instructed to make the following settings.

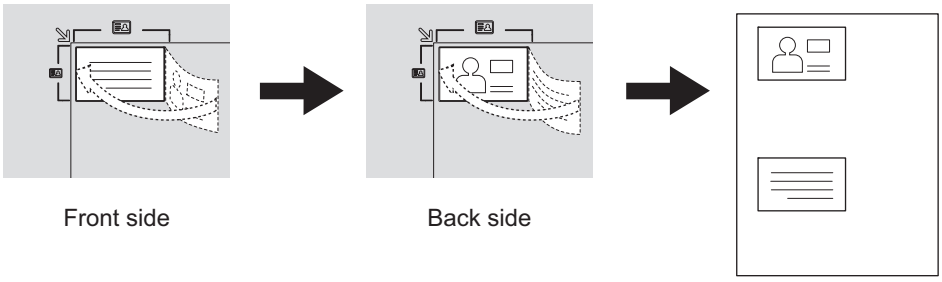
- **ORIGINAL SIZE**
  Press ▽ or △ to select the size of the original.
- **ORIGINAL ORIENTATION**
  Press ▷ or ◁ to select the portrait or landscape orientation of the original.
- **SET ORIGINAL**
  Place the originals as shown on the LCD screen. Make sure that you place the original in the same orientation as the one selected in "ORIG. ORIENTATION".
- **NEXT ORIGINAL?**
  When you place the original on the original glass, this message appears. Press ▽ or △ to select "SCAN NEXT PAGE". Select "FINISHED" when you have finished scanning your originals.

Notes

- When you place the original on the Automatic Document Feeder, the size of the original selected in [ORIGINAL SIZE] is disabled as it is detected automatically.
- For original sizes not supported by the Automatic Document Feeder, specify [ORIGINAL SIZE] and place the original on the original glass.
- "CANCEL JOB?" is displayed if there is no operation for a certain period.

■ Copying both sides of a card on a sheet

You can copy the front and back of a card on a sheet of paper.



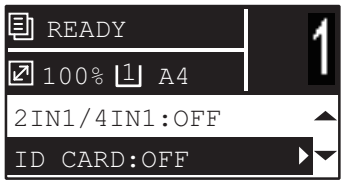
Front side Back side

Tip

You can directly access this function by pressing ▷. The button operation varies depending on the region.
For regions other than Europe and the Americas:
📖 P.33 “Using the “EXPOSURE” or “ID CARD” function quickly”

Note

Be sure to set the paper size and density, etc. before selecting [ID CARD].



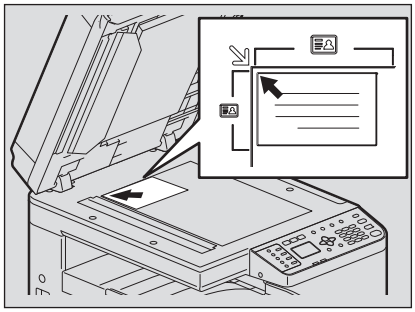
Menu Functions	Settings
ID CARD	OFF
	ON

1 Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.

2 Press ▽ or △ to select the setting item, and then press [OK].

3 Follow the instructions on the LCD screen to use the “ON” function. You are instructed to make the following settings.

- **SET FRONT OF ID CARD**
  Place the front of a card face down on the original glass, and then press [START].
  Make sure that you place the card in a landscape orientation within the frame of the original scale.



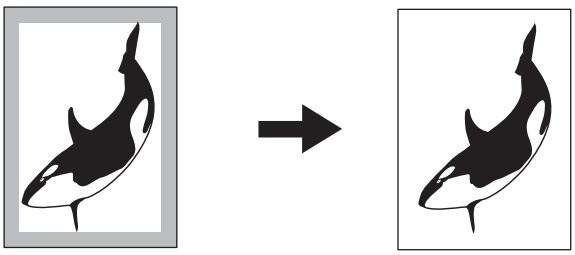
- **SET BACK OF ID CARD**
  Turn over the card and place the back surface face down on the original glass, and then press [START].

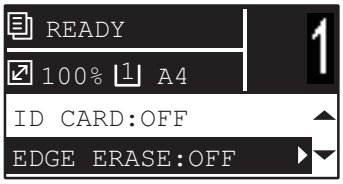
Note

“CANCEL JOB?” is displayed if there is no operation for a certain period.

■ Erasing the shadow on edges

You can erase the shadow on the edges of copies. When you copy thick books, you can erase the surrounding shadow with this function. The area to erase can be changed from 4 mm to 15 mm (0.2" to 0.6") in increments of 1 mm (0.04").





Menu Functions	Settings
EDGE ERASE	OFF
	ON

1 Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.

2 Press ▽ or △ to select the setting item.

3 Set the setting as follows.

For "OFF":
Press [OK].

For "ON":

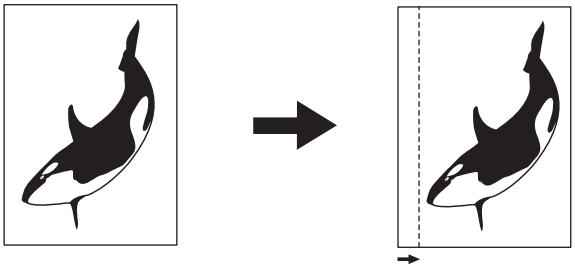
1) Press ▷.
2) Press ▷ or ◁ to increase or decrease the value for the area to erase.
3) Press [OK].

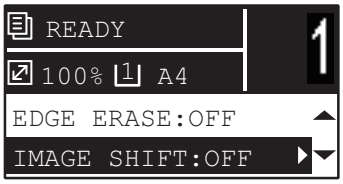
Tip

If you just press [OK] for "ON", the default value (7 mm (0.3")) of this function is used.

■ Shifting the pages to the right or left

You can shift pages to the right or left. The shifted area can be used as a margin for punching holes or stapling. The margin can be changed from 4 mm to 15 mm (0.2" to 0.6") in increments of 1 mm (0.04").





Menu Functions	Settings
IMAGE SHIFT	OFF
	LEFT MARGIN
	RIGHT MARGIN

1 Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.

2 Press ▽ or △ to select the setting item.

3 Set the setting as follows.

For “OFF”:

Press [OK].

For “LEFT MARGIN” or “RIGHT MARGIN”:

1) Press ▷.
2) Press ▷ or ◁ to increase or decrease the value for the margin.
3) Press [OK].

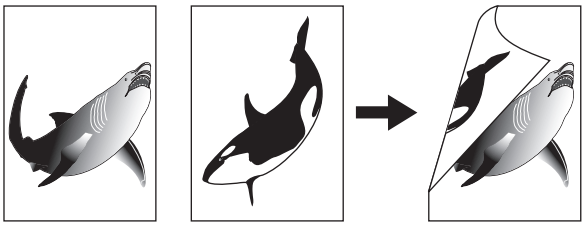
Tip

If you just press [OK] for “ON”, the default value (7 mm (0.3")) of this function is used.

■ Copying on both sides

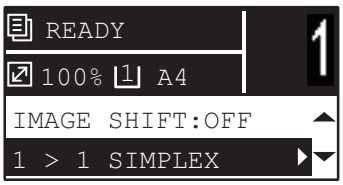
You can copy 1-sided or 2-sided originals on the both side of paper. You can make copies of 1-sided originals into the both sides of paper so that you can save paper.

1 > 2 DUPLEX



Note

For 2-sided printing, use plain paper (64 to 80g/m^2, 17 to 20 lb Bond).



Menu Functions	Settings	Description
2-SIDED	**1 > 1 SIMPLEX**	1-sided original -> 1-sided copy.
	1 > 2 DUPLEX	1-sided original -> 2-sided copy.

1. **Press [COPY].**
2. **Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.**
3. **Press ▽ or △ to select the item for copying on both sides, and then press ▷.**
4. **Press ▽ or △ to select the finishing mode, and then press [OK]. Select “BOOK” for “open to left”, or “TABLET” for “open to top”.**

When placing the original on the original glass

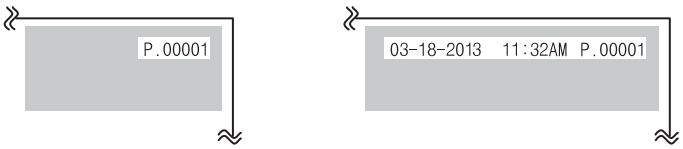
After the first original is scanned, the LCD screen shows “NEXT ORIGINAL?”.
Make sure that “SCAN NEXT PAGE” is selected, place the next original on the original glass, and then press [OK] or [START]. When all the originals have been scanned, select “FINISHED”, and then press [OK] or [START].

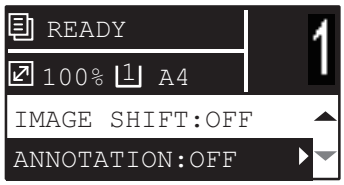
Note

“CANCEL JOB?” is displayed if there is no operation for a certain period.

■ Adding a page number and date/time on the copied paper

You can add a page number and date/time on the copied paper.





Menu Functions	Settings
ANNOTATION	OFF
	PAGE NO.
	PAGE No.+DATE/TIME

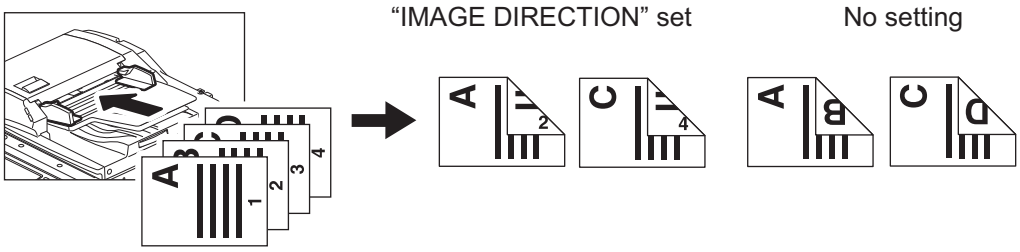
1 Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.

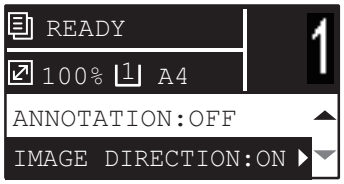
2 Press ▽ or △ to select the setting item, and then press [OK].

■ Image direction

When you make 1-sided portrait originals to 2-sided copy by placing them in a landscape direction, normally the copied pages are “open to top”. With this function you can make them “open to left”. This function is called “image direction”.

1-sided portrait original (placed in a landscape direction) -> 2-sided copy





Menu Functions	Settings
IMAGE DIRECTION	OFF
	ON

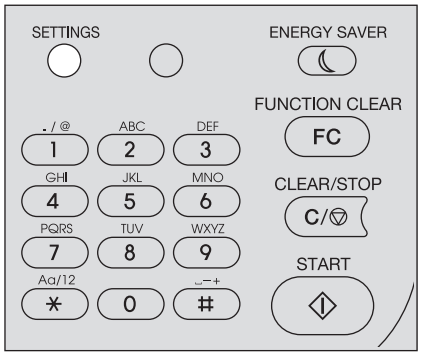
1 Press [COPY].

2 Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.

3 Press ▽ or △ to select the setting item, and then press [OK] or ▷.

■ Confirming the current function settings

1 **Press [SETTINGS].**



2 **Press ▽ or △ to scroll through the menu.**

For details on the displayed functions and settings, see the pages below.

📖 P.114 “Copy menu items”

3 **When you are finished with confirmation, press [SETTINGS] again.**

3

PRINT FUNCTIONS

Before Using the Printer Driver 54
Configuring the options 54
Printing From Application 59
Considerations and limitations 59
How to print 59
Status Monitor 61
Monitoring the print status and reporting print errors 61
Setting Up Print Options 62
How to set up 62
Print options 65
Printing With Best Functions for Your Needs 79
Layout and finishing options in [Basic] tab menu 79
Layout and finishing options in [Finishing] tab menu 80
Finishing options in [Effect] tab menu 85

Before Using the Printer Driver

Before printing, you have to configure the following options:

- Configuration Settings
  To use devices installed in this equipment, you must first configure their options on the [Configuration] tab of the printer driver.
  📖 P.54 “Configuring the options”

■ Configuring the options

To use this equipment properly, you need to save the configuration of the device options on the [Configuration] tab after you installed the printer drivers.
📖 P.54 “Configuring options manually”

❑ Configuring options manually

Setting the [Configuration] tab manually

Note

You need to log in to Windows with the “Administrator” privilege.

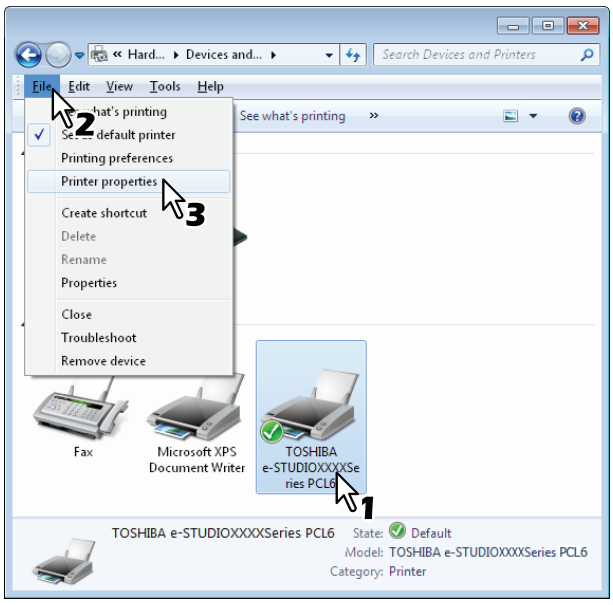
1 Click [Start] and select [Devices and Printers].
The Printers folder appears.

Tips

- For Windows Vista or Windows Server 2008
  Click [Start], [Control Panel], [Hardware and Sound] and select [Printers].
- For Windows XP or Windows Server 2003
  Click [Start] and select [Printers and Faxes].
- For Windows 8 or Windows Server 2012, see the procedures in the following section.
  📖 P.57 “Accessing the printers folder on Windows 8 / Windows Server 2012”

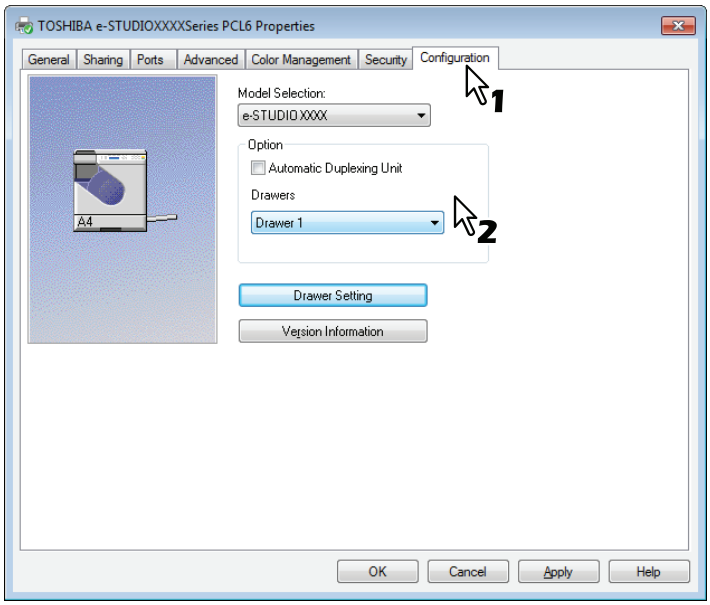
2 Select your printer, and then click [Printer properties] in the [File] menu.

The printer driver properties dialog box appears.



- For Windows XP / Windows Vista / Windows Server 2003 / Windows Server 2008, click [Properties] in the [File] menu and select your printer.
- If the [File] menu is not displayed, press [Alt].
- If the dialog box displayed does not allow the printer driver properties to be changed, follow the procedure below.
  - For Windows Vista, click [Run as administrator] and [Properties] in the [File] menu.
    If the password entry screen appears, enter the administrator password.
    The [User Account Control] dialog box appears. Click [Continue].
  - For Windows 7, some tab menus have a button in the printer driver properties. To change the properties, click on it. If the properties cannot be changed, ask your system administrator.

3 Display the [Configuration] tab menu, and set the following options.

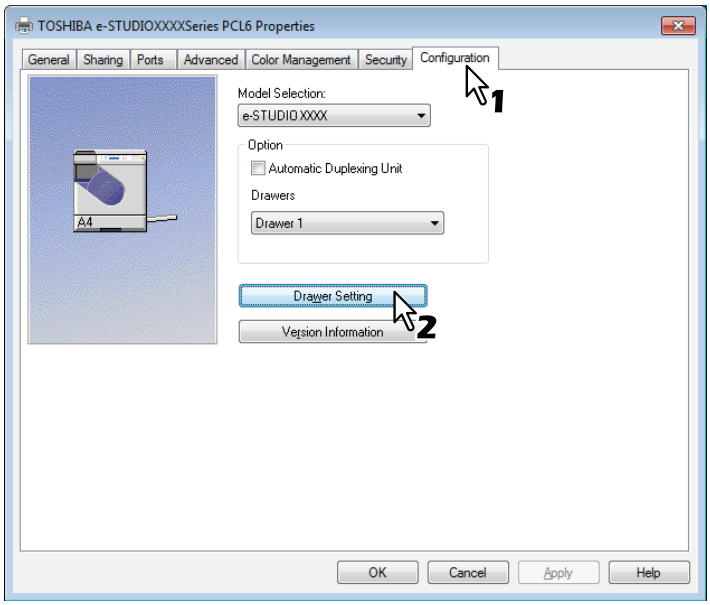


Model Selection — Select the model name.
Option - Automatic Duplexing Unit — Select this check box when the optional Automatic Duplexing Unit is installed in the equipment.
Option - Drawers — Select the drawer configuration.

Tip

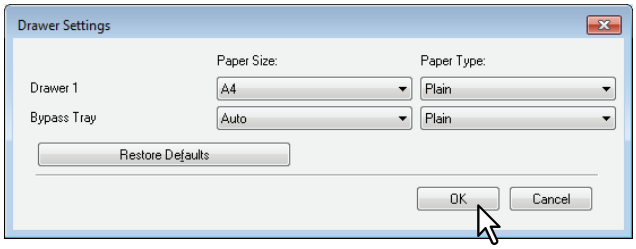
For more information about each item, see the descriptions about the Configuration tab.
P.77 “[Configuration] tab”

4 Click [Drawer Settings].



The [Drawer Settings] dialog box appears.

5 Set the following options and click [OK].



Drawer 1 — Select the size of paper that is loaded in the Drawer. The paper type for the drawer is fixed to “Plain”.
Bypass Tray — Select the size and type of paper that is loaded in the Bypass Tray.

Tips

- Setup items differ depending on the model and the option configuration.
- For more information about each item, see the descriptions about the Drawer Settings.
P.78 “Drawer Settings”

6 Click [Apply] or [OK] to save settings.

Accessing the printers folder on Windows 8 / Windows Server 2012

Follow the steps below to access the printers folder on Windows 8 / Windows Server 2012.

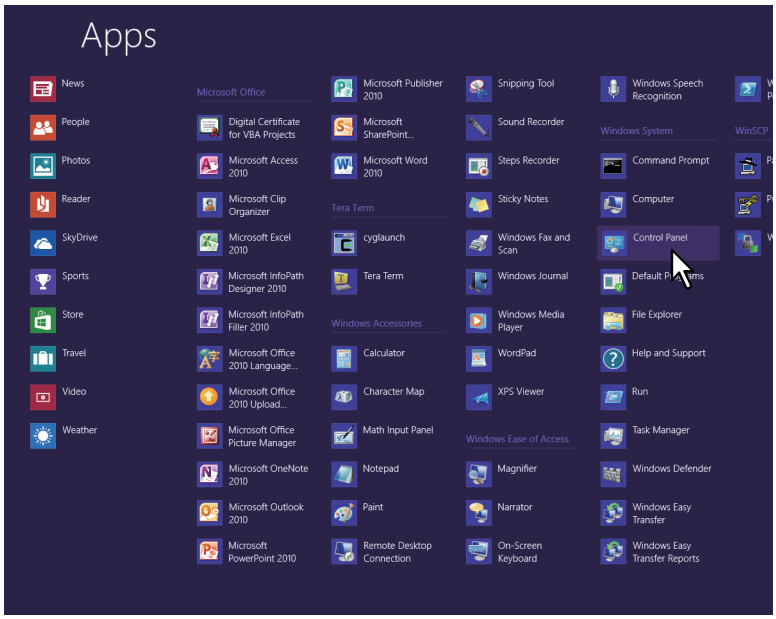
1 Move the cursor to the upper right corner or lower right corner of the computer screen, and then select [Start] in the menu that appears.

The [Start] screen appears.

2 Right-click in the blank area in the [Start] screen, and then click [All apps] that appears.

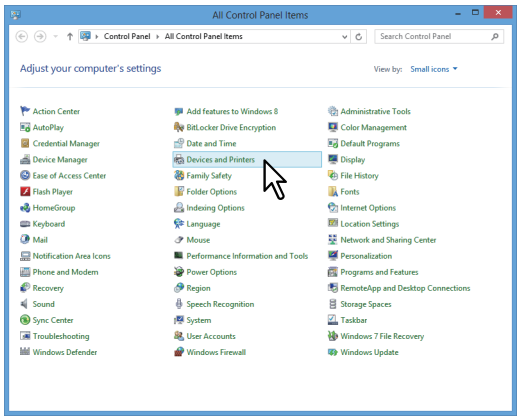
The [Apps] screen appears.

3 Click [Control Panel].



The [All Control Panel Items] screen appears.

4 Click [Devices and Printers].



The [Devices and Printers] folder appears.

Printing From Application

This section describes how to print a document from application.
P.59 “Considerations and limitations”
P.59 “How to print”

■ Considerations and limitations

- Some print options can be set from both the application and the printer driver, such as collation. If the collation is set from the application, documents may not be properly printed. If that happens, use the printer driver to set the collation. Depending on the application, some print options such as the orientation need to be set from the application. For print options that can be set from both the application and the driver, refer to the manual of the application.
- When you print from your PC while another user uses the equipment for copying, the printing starts after approx. 30 seconds have passed since another user finishes the operation for copying.

■ How to print

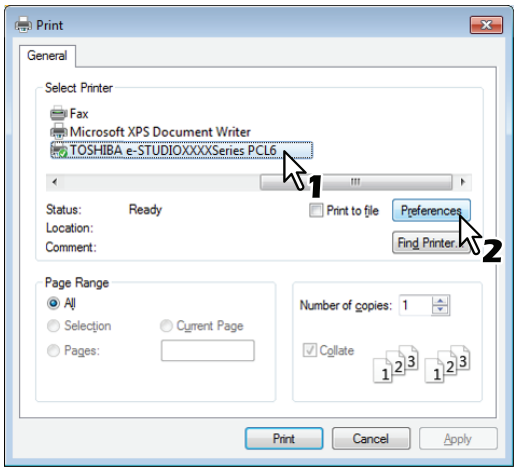
Once you have installed the printer driver and configured it properly, you can print directly from most Windows applications. Simply choose the Print command from your application.
You can print using the various functions by setting print options on the printer driver.

Printing from Windows applications

The following describes an example for printing from Notepad on Windows 7.

1 Open a file and select [Print] from the application’s [File] menu.
The [Print] dialog box appears.

2 Select your printer, and then click [Preferences].

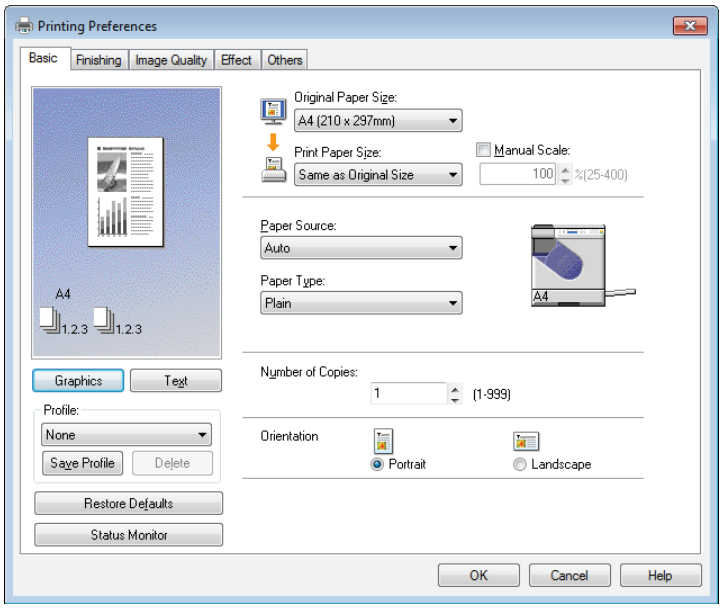


The printing preferences dialog box appears.

Tip

The procedures for displaying the properties dialog for the printer driver may be different depending on the application that you are using. See your application’s manual about displaying the printer properties dialog box.

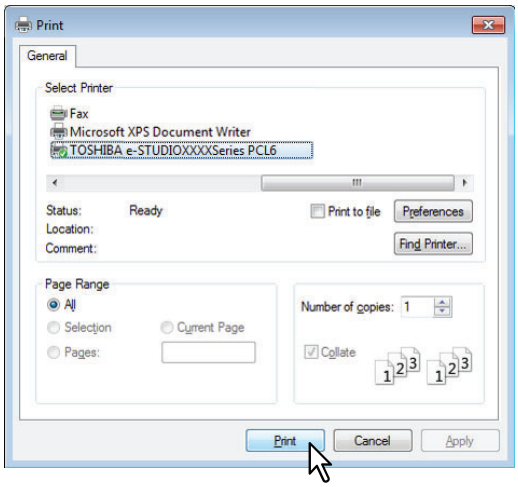
3 Setting the print options on each tab according to how you want to print.



- Setting the print options varies depending on how you want to print a document.
  P.65 “Print options”

4 Click [OK] to save the settings.

5 Click [Print] to print a document.



Status Monitor

The status monitor is utility software that is installed with the printer driver. It can monitor the current print job and the current status of the equipment.
P.61 “Monitoring the print status and reporting print errors”

■ Monitoring the print status and reporting print errors

You can start the status monitor from the [Status Monitor] button on the printer driver screen. When started, the status monitor icon appears in the notification area of the Windows taskbar.

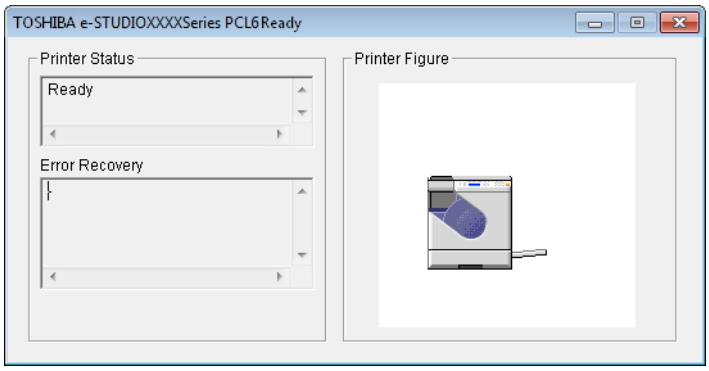
The icon changes according to the status of the equipment.

- is a “Ready” icon that indicates the equipment is ready to print.
- is a “Warning” icon that prompts you to take action as soon as possible.
- is an “Error” icon that prompts you to take a troubleshooting action soon.
  If any error occurs, the LCD screen also shows the error message.

You can double-click the icon, or right-click it and select “Start” to open the status monitor dialog and see the detailed information.

Tip

If you right-click the “Status Notify” icon and select “Exit”, the status monitor terminates the operation.



Setting Up Print Options

Print Options are the attributes you set to define the way a print job is processed.
P.62 “How to set up”
P.65 “Print options”

Tip

To find the printing instructions for your specific needs, see the procedures in the following section.
P.79 “Printing With Best Functions for Your Needs”

■ How to set up

There are several ways to set print options. How the settings affect printing varies depending on the way you set the options. The tabs displayed also vary depending on how you display the printer properties.
P.62 “Setting initial values of print options”
P.62 “Setting print options for each print job”
P.63 “Setting print options using profiles”

❑ Setting initial values of print options

Setting the print options by displaying the printer properties from the Printers folder within the Windows Start menu will establish the initial values of the options. For example, the paper size setting you most commonly use, etc., are settings you will not want to change every time you print. It is convenient to set these options as initial values.

How to display:

1 Click [Start] and select [Devices and Printers].

Tips

- For Windows Vista or Windows Server 2008
  Click [Start], [Control Panel], [Hardware and Sound] and select [Printers].
- For Windows XP or Windows Server 2003
  Click [Start] and select [Printers and Faxes].
- For Windows 8 or Windows Server 2012, see the procedures in the following section.
  P.57 “Accessing the printers folder on Windows 8 / Windows Server 2012”

2 Select your printer, and then click [Printing preferences] in the [File] menu.

❑ Setting print options for each print job

The print options that are set in properties dialog box, which can be accessed from the [Print] dialog box of the application, are only applied to the current print job, so once you close the application, the options will be invalid.

How to display:

1 Click the [File] menu and select [Print] on application.

2 Select your printer, and then click [Preferences].

❑ Setting print options using profiles

Using profiles, you can save the print settings or apply the saved settings to a print job.

In order to print a document using profiles, you must first create the saved profile.
🕮 P.63 “Saving profile”
Once you save a profile, you can apply its settings to a print job.
🕮 P.64 “Loading profile”
You can also delete unnecessary profiles.
🕮 P.64 “Deleting profile”

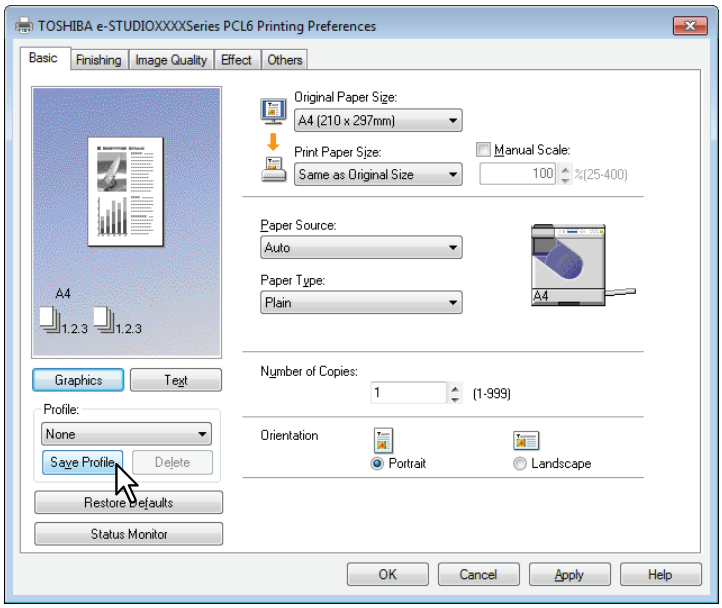
Saving profile

You can register up to 20 profiles for each printer driver.

1 Configure the print options on each tab.

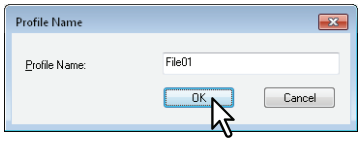
Setting the print options varies depending on how you want to print a document.
🕮 P.65 “Print options”

2 Click [Save Profile] in the Profile group.



The [Profile Name] dialog box appears.

3 Enter the profile name and click [OK].



The file name must be up to 63 characters long.

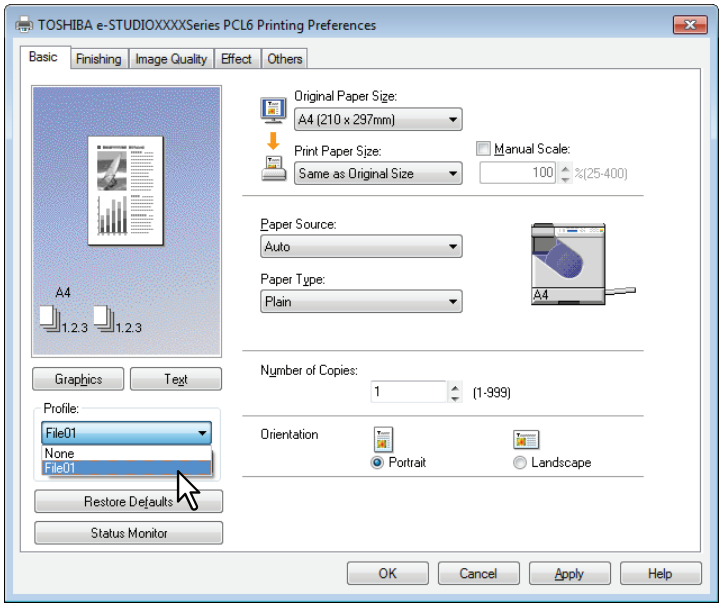
Tips

- If you enter an existing profile name, you are prompted to confirm whether you want to overwrite it. If you want, click [OK].
- If you try to save more than 20 profiles, a dialog box notifying you that no more can be saved appears, then the 21st profile is saved as a temporary profile. If you want to register this temporary profile, delete unnecessary profiles first, and then select [Temporary Profile] to recall this profile and click [Save Profile] to save it.
- You cannot specify [None] for the profile name.

4 The profile is saved.

Loading profile

1 Select a profile in the [Profile] box.



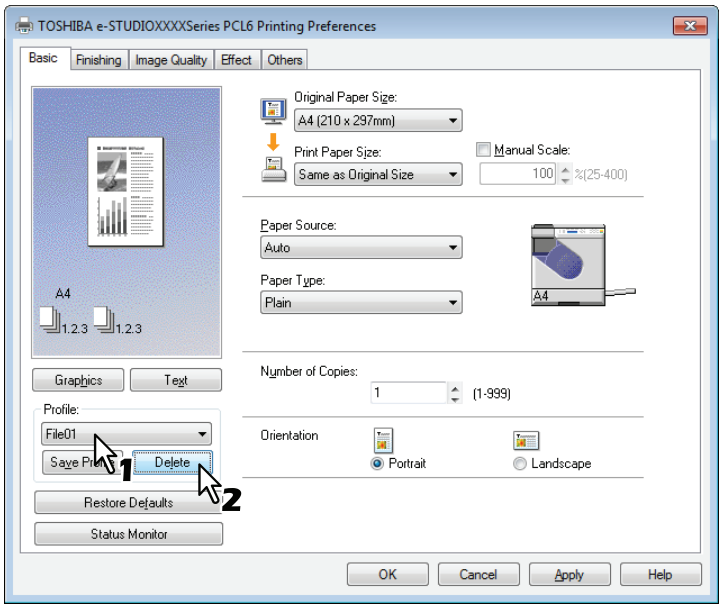
The setting options in the profile are reflected on each tab.

Note

To restore the default settings after you select the profile, click [Restore Defaults] on each tab. Selecting [None] on the [Profile] box will not restore them.

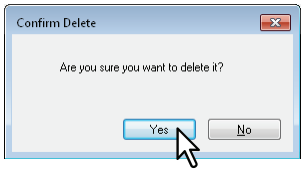
Deleting profile

1 Select the profile that you want to delete in the [Profile] box, and click [Delete].



The [Confirm Delete] dialog box appears.

2 Click [Yes] to delete the selected profile.



■ Print options

This section describes print options in each tab of the printer driver. This section will help you to find the description of specific print options, or understand their individual functions.

P.67 “[Basic] tab”
P.69 “[Finishing] tab”
P.73 “[Image Quality] tab”
P.74 “[Effect] tab”
P.76 “[Others] tab”
P.77 “[Configuration] tab”

Tip

The following tabs are the setting items which depend on the OS. For their setting procedures and details, refer to the Operator's Manual or the Help of the OS to be used.

- [General] tab
- [Sharing] tab
- [Ports] tab
- [Advanced] tab
- [Color Management] tab
- [Security] tab

How to display:

1 Click [Start] and select [Devices and Printers].

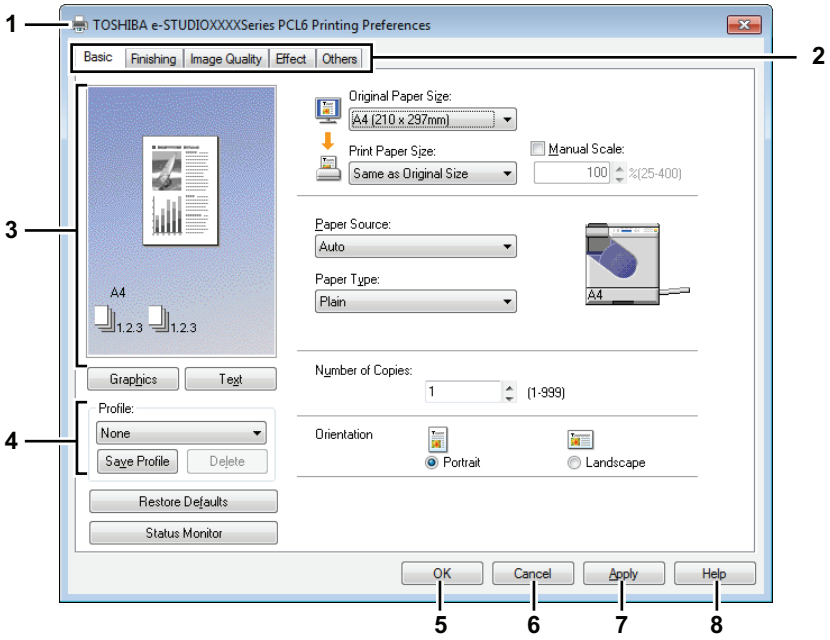
The Printers folder appears.

Tips

- For Windows Vista or Windows Server 2008
  Click [Start], [Control Panel], [Hardware and Sound] and select [Printers].
- For Windows XP or Windows Server 2003
  Click [Start] and select [Printers and Faxes].

2 Select your printer, and then click [Printing preferences] in the [File] menu.

- If the [File] menu is not displayed, press [Alt].
- The printing preferences dialog box appears.



1) Printer Name

Displays the name given to the printer driver when it was installed, or the name it displays on the icon in the Printer folder.

2) **Menu Tabs**
The menu items of the printer driver are displayed as tabs. Clicking on a tab will display the contents of the selected tab. The tabs displayed vary depending on the way the print properties are displayed.
- **[Basic] tab**
Contains basic print operation settings, such as original paper size, print paper size, paper source, paper type, orientation, and so on.
📖 P.67 “[Basic] tab”
- **[Finishing] tab**
Allows you to enable sort printing and N-up printing, and so on.
📖 P.69 “[Finishing] tab”
- **[Image Quality] tab**
Allows you to select how images are printed.
📖 P.73 “[Image Quality] tab”
- **[Effect] tab**
Contains print options that add the effects to your print jobs such as Watermarks, and so on.
📖 P.74 “[Effect] tab”
- **[Others] tab**
Contains special features such as toner save, and so on.
📖 P.76 “[Others] tab”
- **[Configuration] tab**
Allows you to configure the device options of the equipment. This tab is only displayed when the printer properties are accessed from the Printers folder.
📖 P.77 “[Configuration] tab”

3) **Preview window**
In the Preview window, you can preview how a document will be printed under the current settings of the printer driver. The image of a page to which the set print options are applied is displayed.

4) **Profile**
Print option settings can be saved on your memory. You can save print option settings by clicking [Save Profile] and easily load a setting file by selecting a profile name in the box.
📖 P.63 “Setting print options using profiles”

5) **[OK]**
Enters the input settings and complete the print option settings.

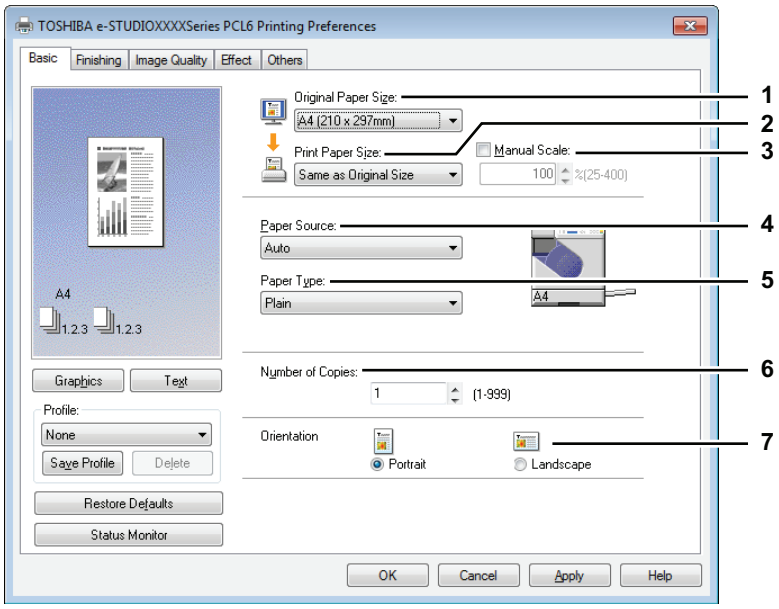
6) **[Cancel]**
Cancels the input settings and exit the print option settings.

7) **[Apply]**
Enters the input settings without closing the print option settings. This button is only displayed when the printer properties are accessed from the Printers folder. This button remains grayed out until a setting is changed.

8) **[Help]**
Opens the Help for the printer driver.

❑ [Basic] tab

The [Basic] tab contains basic print operation settings, such as the original paper size, print paper size, paper source, paper type, orientation, and so on.



1) Original Paper Size

Selects the size of a document to be printed.

Available original paper sizes are listed below:

- A4 (210 x 297 mm)
- A5 (148 x 210 mm)
- A3 (297 x 420 mm)
- B4 (257 x 364 mm)
- B5 (182 x 257 mm)
- Folio (210 x 330 mm)
- Letter (8 1/2 x 11")
- Legal (8 1/2 x 14")
- Ledger (11 x 17")
- Statement (5 1/2 x 8 1/2")
- Computer (10 1/8 x 14")
- 13"LG (8 1/2 x 13")
- 8.5"SQ (8 1/2 x 8 1/2")
- 16K (195 x 270 mm)
- 8K (270 x 390 mm)
- Env-Com10 (4 1/8 x 9 1/2")
- Env-Monarch (3 7/8 x 7 1/2")
- Envelope DL (110 x 220 mm)
- Envelope Cho-3 (120 x 235 mm)
- Envelope You-4 (105 x 235 mm)
- Env-C4 (9.02 x 12.76")
- Env-C5 (6.38 x 9.02")

Notes

- The default paper size will be [A4] or [Letter] according to the regional setting in the Windows.
- Setup items differ depending on the model.

2) Print Paper Size

Enlarges or reduces a page image to fit exactly in the selected paper size. If you do not wish to enable enlarge or reduce printing, select [Same as Original Size].

3) Manual Scale

Enter the scale manually to enlarge or reduce an image. The ratio can be set at between 25 and 400%.

Note

If originals which include thin lines are printed when the zoom ratio is set, the line width may vary.

Tip

For detailed instructions on how to print with the [Manual Scale] setting, see the following page:

📖 P.79 “Fitting images within paper size”

4) Paper Source

Selects a paper source to print a job in the most suitable paper size. The figure on the right indicates the paper size set for each paper source. When you select a paper source, the chosen one is indicated with a green square in the figure.

- **Auto** — Automatically selects the paper set in this equipment according to the printed document size.
- **Drawer 1** — Paper is fed from the Drawer.
- **Bypass Tray** — Paper is fed from the Bypass Tray.

Note

The selectable values vary depending on the devices installed in this equipment and their configuration on the [Configuration] tab.

5) Paper Type

Sets the paper type.

- **Plain** — Printing on plain paper.
- **Thick1** — Printing on thick 1 paper.
- **Thick2** — Printing on thick 2 paper.
- **Transparency** — Printing on transparent sheets.
- **Thin** — Printing on the back side of thin paper.

Notes

- When [Drawer 1] is selected in the [Paper Source] box, only [Plain] can be chosen in the [Paper Type] box.
- When [Envelope] is selected in the [Print Paper Size] box, [Envelope] will be displayed and you cannot change the paper type.

6) Number of Copies

Sets the number of printed copies. This can be set at between 1 and 999.

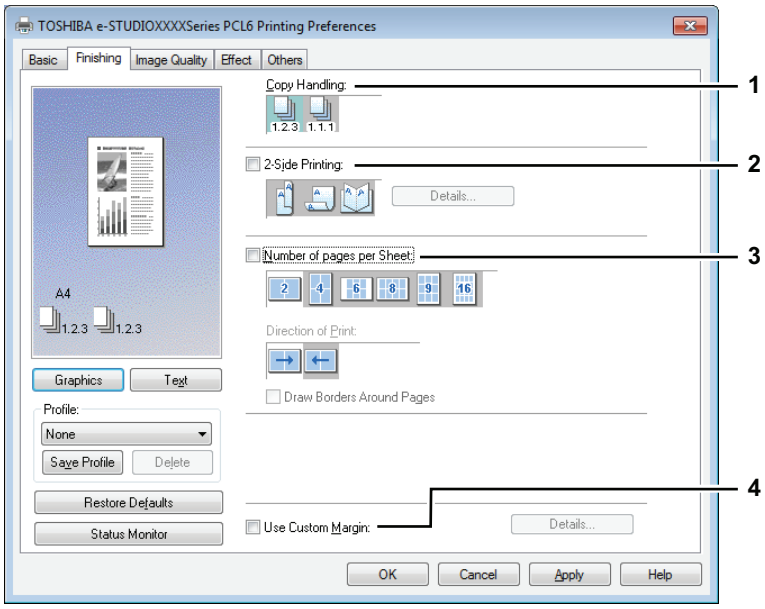
7) Orientation

Sets the paper printing direction.

- **Portrait** — The document is printed in the portrait direction.
- **Landscape** — The document is printed in the landscape direction.

❑ [Finishing] tab

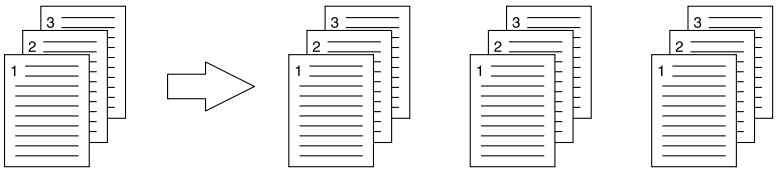
The [Finishing] tab allows you to enable sort printing and N-up printing.



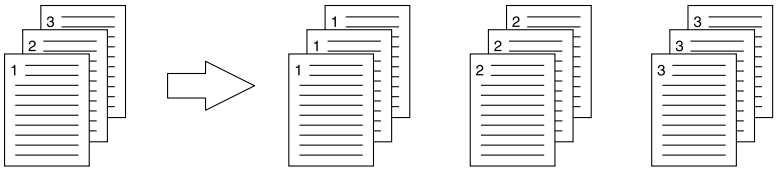
1) Copy Handling

Sets how to sort the printed sheets when numerous copies are made for printing.

- **Sort Copies** — Select this for sort-printing (1, 2, 3... 1, 2, 3...).



- **Group Copies** — Select this for group-printing (1, 1, 1... 2, 2, 2... 3, 3, 3...).



Note

[Group Copies] can be selected only when more than 1 copy is entered at the Number of Copies option.

Tip

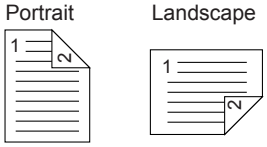
For the detailed instructions on how to print with the [Copy Handling] setting, see the following page:
📖 P.80 “Sort printing”

2) 2-Sided Printing

This sets printing on both sides of paper. Select this check box and then the position of the margin for 2-sided printing.

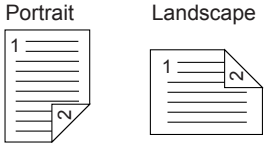
- **Long Edge** — Select this to print on both sides of the paper with a margin on the long edge.

Portrait Landscape

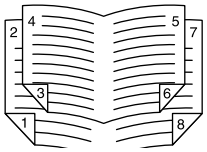


- **Short Edge** — Select this to print on both sides of the paper with a margin on the short edge.

Portrait Landscape



- **Booklet** — Select this to print a properly paginated booklet or magazine-style publication. When this is selected, click [Details] to specify the details of the Booklet printing.
📖 P.72 “Booklet Details”



Note

Be sure to select the following settings on the [Basic] tab to use this print option:
- Any paper size other than envelopes from the [Print Paper Size] list. You cannot use envelopes.
- [Plain] from the [Paper Type] list. You cannot use other paper types.

Tip

For detailed instructions on how to print with the [2-Sided Printing] setting, see the following page:
📖 P.81 “Printing on both sides of a paper”

3) Number of pages per Sheet

Sets the printing of multiple pages on one sheet. The pages are reduced to fit the selected paper size automatically and printed.
- **2 pages** — Prints images from 2 pages arranged on one sheet.
- **4 pages** — Prints images from 4 pages arranged on one sheet.
- **6 pages** — Prints images from 6 pages arranged on one sheet.
- **8 pages** — Prints images from 8 pages arranged on one sheet.
- **9 pages** — Prints images from 9 pages arranged on one sheet.
- **16 pages** — Prints images from 16 pages arranged on one sheet.

Direction of Print

Sets how the pages are arranged on one sheet.
- **Left to Right** — Arranges pages horizontally from the left and printed top to bottom on one sheet.
- **Right to Left** — Arranges pages horizontally from the right and printed top to bottom on one sheet.
- **Left to Right by column** — Arranges pages vertically from the top and printed left to right on one sheet.
- **Right to Left by column** — Arranges pages vertically from the top and printed right to left on one sheet.

Draw Borders Around Pages

Prints borders around each page.

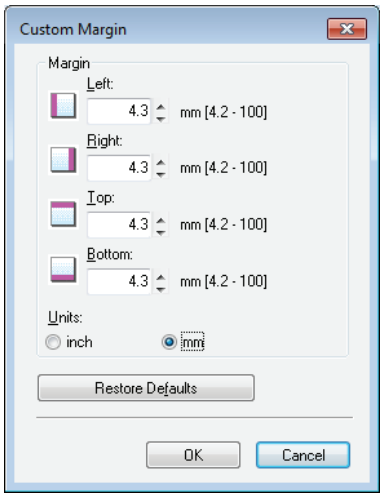
Tip

For the detailed instructions on how to print with the [Number of pages per Sheet] setting, see the following page:
📖 P.84 “Printing several pages on one sheet”

4) Use Custom Margin

This option enables you to set the custom margins. You usually set margins in your application. If you cannot set them in the application, use this option. Select the check box and click “Details” to open the dialog box. Select “Units”, set the left, right, top, and bottom margins, and then click [OK] to enable them.

- **Margin** — Enter the value from 4.2 mm to 100 mm/ 0.17 inches to 3.94 inches.
- **Units** — Select the unit, “inch” or “mm”, for values.
- **Restore Defaults** — Click this button to restore the margins to the default settings.

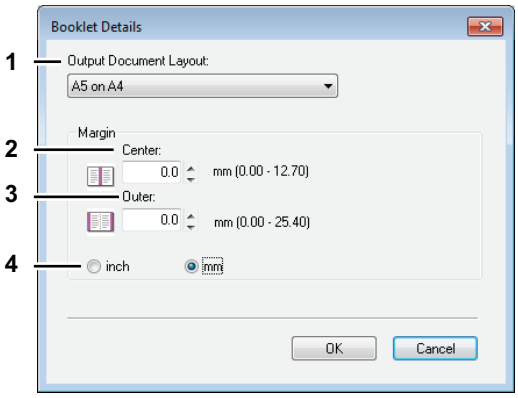


Note

If the application has the function to set margins, be sure to set them in the application.

Booklet Details

In the [Booklet Details] dialog box, you can specify how Booklet printing is performed.



1) Output Document Layout

Select the booklet size to be made.

- **A5 on A4** — Select this to print an A5 size booklet. Every 2 pages are printed on A4 paper to fit on half a sheet (A5).
- **A4 on A3** — Select this to print an A4 size booklet. Every 2 pages are printed on A3 paper to fit on half a sheet (A4).
- **B5 on B4** — Select this to print a B5 size booklet. Every 2 pages are printed on B4 paper to fit on half a sheet (B5).
- **B6 on B5** — Select this to print a B6 size booklet. Every 2 pages are printed on B5 paper to fit on half a sheet (B6).
- **1/2 Folio on Folio** — Select this to print a 1/2 Folio size booklet. Every 2 pages are printed on Folio paper to fit on half a sheet.
- **A6 on A5** — Select this to print an A6 size booklet. Every 2 pages are printed on A5 paper to fit on half a sheet (A6).
- **Letter-Half on Letter** — Select this to print a 1/2 Letter size booklet. Every 2 pages are printed on Letter paper to fit on half a sheet.
- **LT on LD** — Select this to print a Letter size booklet. Every 2 pages are printed on Ledger paper to fit on half a sheet (Letter).
- **1/2 LG on LG** — Select this to print a 1/2 Legal size booklet. Every 2 pages are printed on Legal paper to fit on half a sheet.
- **1/2 Statement on Statement** — Select this to print a 1/2 Statement size booklet. Every 2 pages are printed on Statement paper to fit on half a sheet.
- **1/2 Comp on Comp** — Select this to print a 1/2 Computer size booklet. Every 2 pages are printed on Computer paper to fit on half a sheet.
- **1/2 13LG on 13LG** — Select this to print a 1/2 13 inch LG size booklet. Every 2 pages are printed on 13 inch LG paper to fit on half a sheet.
- **1/2 8.5SQ on 8.5SQ** — Select this to print a 1/2 8.5 inch SQ size booklet. Every 2 pages are printed on 8.5 inch SQ paper to fit on half a sheet.
- **32K on 16K** — Select this to print a 32K size booklet. Every 2 pages are printed on 16K paper to fit on half a sheet.
- **16K on 8K** — Select this to print a 16K size booklet. Every 2 pages are printed on 8K paper to fit on half a sheet.

2) Margin - Center

This sets the gutter in the center of a two-sided page. You can enter the value between 0.00 and 12.70 mm (0.00 and 0.50 inches). The printed images will be reduced according to the margin setting.

3) Margin - Outer

This sets the gutter on the right side and left side on the paper. You can enter the value between 0.00 and 25.40 mm (0.00 and 1.00 inches). The printed images will be reduced according to the margin setting.

4) Margin - Units

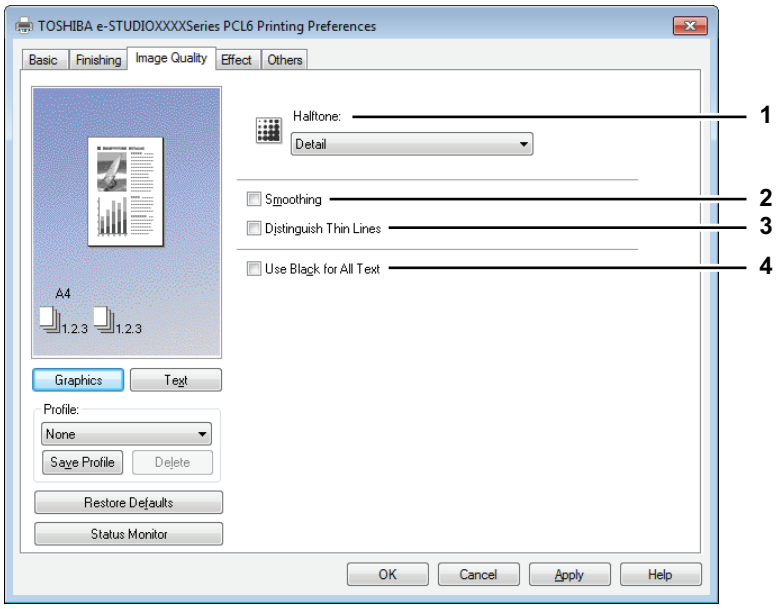
Select the unit for the Center Margin and Outer Margin option. The default unit varies depending on the regional setting in the Windows.

Tip

For detailed instructions on how to print with the [Booklet] setting, see the following page:
📖 P.82 “Making a booklet”

❑ [Image Quality] tab

The [Image Quality] tab allows you to select how images are printed.



1) Halftone
This sets how halftones are printed.
- **Detail** — Select this to print halftone in detail.
- **Smooth** — Select this to print halftone smoothly.

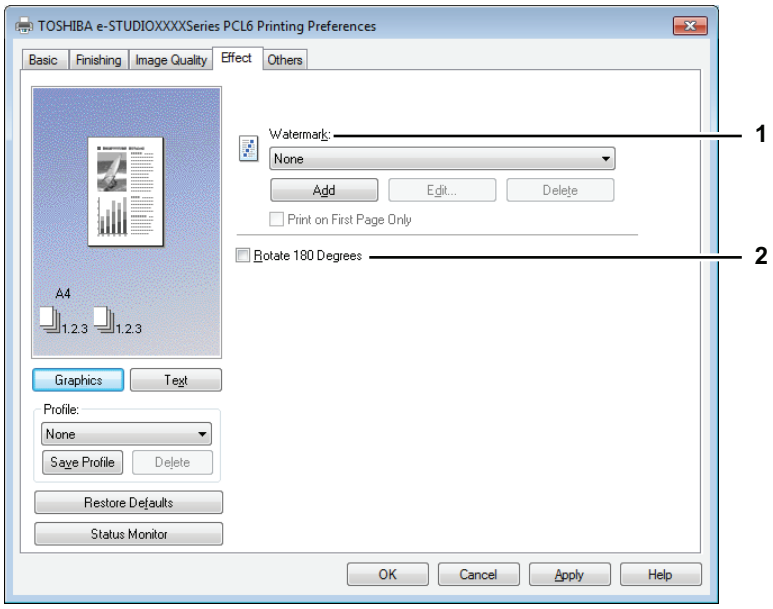
2) Smoothing
Prints texts and graphics smoothly.

3) Distinguish Thin Lines
Select this check box to print thin lines clearly.

4) Use Black for All Text
Prints all texts in 100% black except white texts.

❑ [Effect] tab

The [Effect] tab contains print options that add effects to your print jobs such as Watermarks and Rotate printing.



1) Watermark

Selects the watermark to be used or edited. The following values except [None] are the default watermarks that have been registered in the printer driver. Up to 15 new watermarks can be added in this box.

- **None** — Select this if no watermark is desired.

The following default watermarks are also displayed in the box:

- TOP SECRET
- CONFIDENTIAL
- DRAFT
- ORIGINAL
- COPY

Tip

For the detailed instructions on how to print with the [Watermark] setting, see the following page:
🕮 P.85 “Printing with watermarks”

[Add]

Creates a new watermark. The [Watermark] dialog box appears when you click on this.
🕮 P.75 “Add/Edit Watermark”

[Edit]

Select a watermark from the [Watermark] box and click it to edit the watermark. The [Watermark] dialog box appears when you click on this.
🕮 P.75 “Add/Edit Watermark”

[Delete]

Select a watermark from the [Watermark] box and click it to delete a watermark.
🕮 P.87 “Deleting a watermark”

Notes

- The default watermarks can be deleted. However, once deleted, they cannot be restored.
- [None] cannot be deleted.

Print on First Page Only

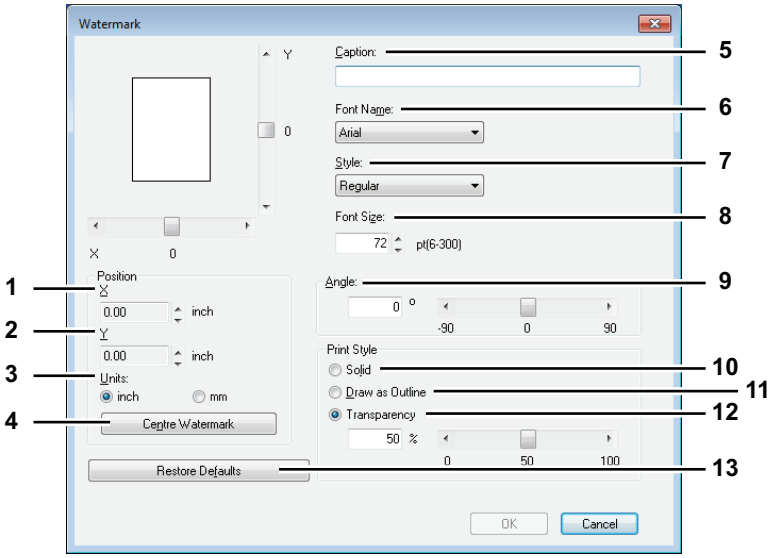
Prints a watermark on the first page only. This setting will become available when any watermark is selected from the [Watermark] box.

2) Rotate 180 Degrees

Performs rotation printing of an image.

Add/Edit Watermark

When you click [Add] or [Edit], the [Watermark] dialog box appears and you can create new watermark or edit selected watermarks.



1) X Position
The horizontal position of the watermark is displayed. You can change the position using the horizontal scroll bar.

2) Y Position
The vertical position of the watermark is displayed. You can change the position using the vertical scroll bar.

3) Units
Select the unit for the “X Position” and “Y Position” field.

4) [Center Watermark]
Click this to automatically move the watermark position to the center.

5) Caption
Enter the text of a watermark. You can enter up to 63 characters.
When you are editing a watermark, the selected watermark text is displayed in the box.
The entered text is displayed as the sample image on the left.

6) Font Name
Select the font to be used for the watermark text.

7) Style
Select the font style for the watermark text.
- **Regular** — Sets the regular style to the text.
- **Bold** — Sets the bold style to the text.
- **Italic** — Sets the italic style to the text.
- **Bold Italic** — Sets the bold and italic style to the text.

8) Font Size
Enter the font size for the watermark text. The font size can be set from 6 to 300 pt in units of 1 pt.

9) Angle
Enter the degree of angle for rotating the watermark text. The angle can be set from -90 to 90 degrees in units of 1 degree. You can also set the degree of the angle by moving the scroll bar.

10) Solid
Prints a solid type of watermark.

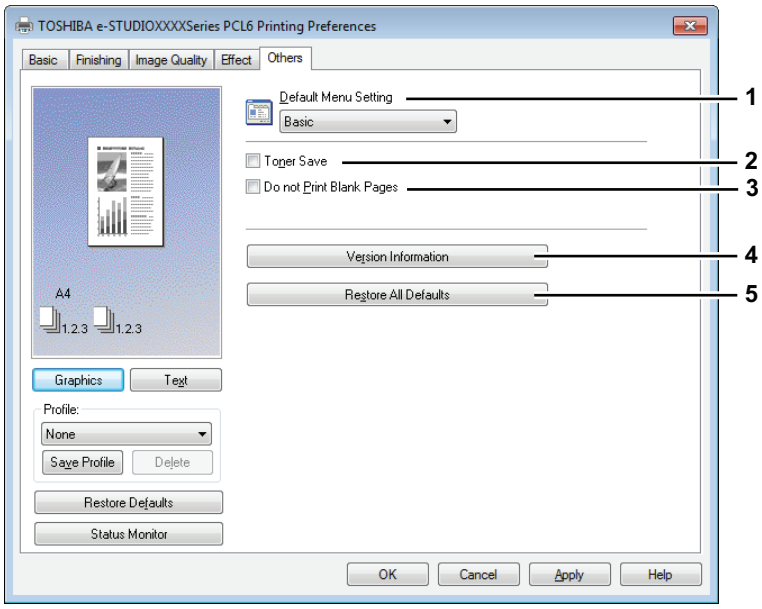
11) Draw as Outline
Prints a outline type of watermark.

12) Transparency
Prints a transparent watermark. When you select this, set the brightness from 0 (darker) to 100% (lighter) in units of 1%. You can also set the brightness using the scroll bar.

13) [Restore Defaults]
Restores the settings displayed in the [Watermark] dialog box to the original factory defaults.

❑ [Others] tab

The [Others] tab contains print options such as toner saving, and so on.



1) Default Menu Setting
Select the default tab that is displayed when you open the printing preferences of the printer driver. Set frequently used functions as a default menu setting for your convenience.

Note

If you made settings on the [Others] tab menu from the print setting page of the application, they are restored to the defaults when you close the printer driver.
If you want to resume the settings, set the printer driver from the [Devices and Printers] folder.
📖 P.62 “Setting initial values of print options”

2) Toner Save
Prints in the toner save mode.

Note

When the toner save mode is enabled, printing may become lighter.

3) Do not Print Blank Pages
Select this check box to ignore blank pages for printing.

Notes

- If the watermark option is enabled, all pages are printed even when the content is blank.
- If the blank pages have a header or footer, they are printed.

4) Version Information
Click this button to show the version of the printer driver.

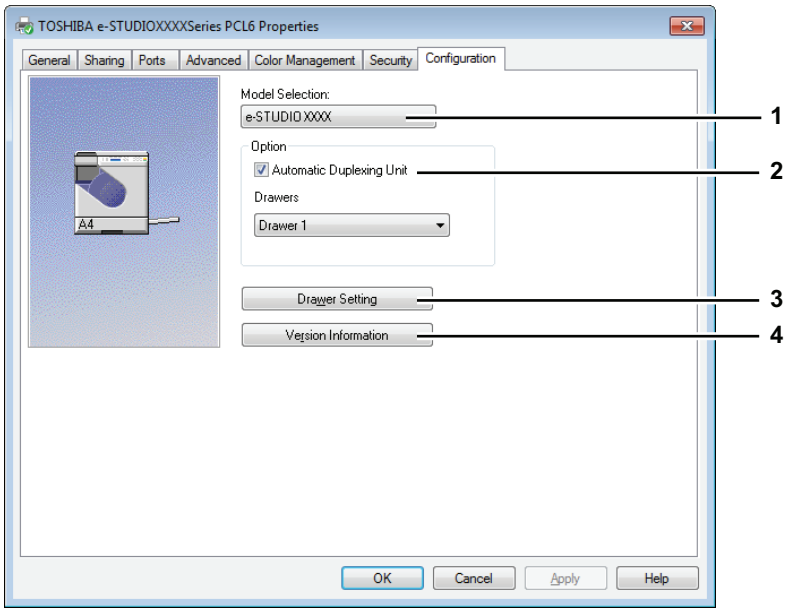
5) Restore All Defaults
Click this button to restore all print options to the default settings.
Click [OK] on the confirmation dialog box to start restoring or [Cancel] to stop it.

❑ [Configuration] tab

The [Configuration] tab allows you to configure options. When any optional unit is installed in this equipment, set the configuration of the machine on this tab. The [Configuration] tab can be displayed only from the Printers folder (and not when displaying the properties from the application's print dialog box).

Note

In order to set the [Configuration] tab, you must access the printer driver properties from the [Devices and Printers] folder (Windows Vista / Windows Server 2008: [Printer], Windows XP / Windows Server 2003: [Printers and Faxes]). For detailed instructions on how to set the [Configuration] tab, see the following page:
🕮 P.54 "Configuring options manually"



1) **Model Selection**
This sets the model type.

2) **Option**
This option sets whether the following optional devices are installed.

Automatic Duplexing Unit
Select this check box when the Automatic Duplexing Unit is installed.

Note

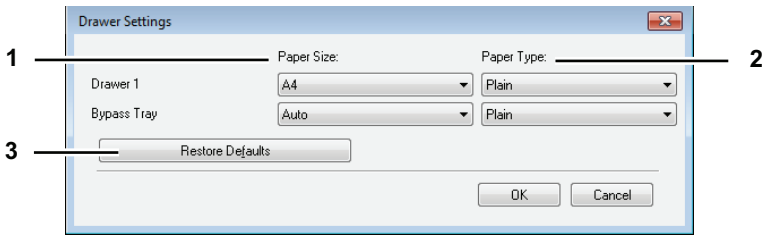
This setting is selectable only when the model below is specified in the [Model Selection] box.

Drawers
This sets the installation of drawers according to the configuration.
- **Drawer 1** — Select this when only Drawer 1 is installed.

3) **[Drawer Settings]**
Sets the paper size and paper type of each drawer. The [Drawer Settings] dialog box appears by clicking this.
🕮 P.78 "Drawer Settings"

4) **[Version Information]**
Displays the [Version Information] dialog box.

Drawer Settings



1) **Paper Size**
   Select the paper size set in each drawer.
2) **Paper Type**
   Select the paper type set in each drawer.
3) **[Restore Defaults]**
   Restores the configuration of this equipment displayed in the [Configuration] tab menu to the original factory defaults.

Printing With Best Functions for Your Needs

In this section, procedures are given to print various types of print jobs, using the layout and finishing options. Read this section before starting printing and select the procedure best suited for your needs.
📖 P.79 “Layout and finishing options in [Basic] tab menu”
📖 P.80 “Layout and finishing options in [Finishing] tab menu”
📖 P.85 “Finishing options in [Effect] tab menu”

■ Layout and finishing options in [Basic] tab menu

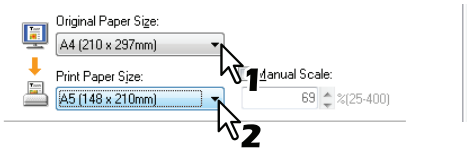
Using the printer driver, you can set various layout options to suit your preferences. In this section various printing functions enabled with the [Basic] tab menu are explained.
📖 P.79 “Fitting images within paper size”

❑ Fitting images within paper size

Automatically enlarges or reduces an image to fit into a specified paper size, or manually set the scale to enlarge or reduce it.

Printing enlarged or reduced image to fit the specified paper size

1. **Display the [Basic] tab menu.**
2. **Select the document size on the [Original Paper Size] box. Then select the paper size that you want to print at the [Print Paper Size] box.**

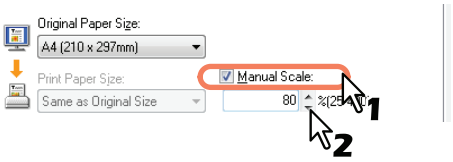


The document image is automatically enlarged or reduced depending on the original paper size and print paper size.

3. **Set any other print options and click [OK].**
4. **Click [OK] or [Print] to send the print job.**

Printing an enlarged or reduced image by specifying the scale manually

1. **Display the [Basic] tab menu.**
2. **Check the [Manual Scale] box. Then enter the scale.**



The scale can be set from 25% to 400% in units of 1%.

3. **Set any other print options and click [OK].**
4. **Click [OK] or [Print] to send the print job.**

■ Layout and finishing options in [Finishing] tab menu

Using the printer driver, you can set various layout options to suit your preferences. In this section various printing functions enabled with the [Finishing] tab menu are explained.

🕮 P.80 “Sort printing”
🕮 P.81 “Printing on both sides of a paper”
🕮 P.82 “Making a booklet”
🕮 P.84 “Printing several pages on one sheet”

❑ Sort printing

Selects how multiple copies of a document to be output, such as separately for each copy and grouping each page.

Sorting printed documents according to the copies

1. **Display the [Basic] tab menu.**
2. **Enter the number of copies to be printed at the [Number of Copies] box.**

3. **Display the [Finishing] tab menu.**
4. **Select [Sort Copies] icon at [Copy Handling].**

5. **Set any other print options and click [OK].**
6. **Click [OK] or [Print] to send the print job.**

Sorting printed documents according to the pages

For example, assume that you have a three-page job (A, B, C) and you want three copies of each page in this order (AAA, BBB, CCC).

1. **Display the [Basic] tab menu.**
2. **Enter the number of copies to be printed at the [Number of Copies] box.**

3. **Display the [Finishing] tab menu.**
4. **Select [Group Copies] icon at [Copy Handling].**

5. **Set any other print options and click [OK].**
6. **Click [OK] or [Print] to send the print job.**

❑ Printing on both sides of a paper

You can print on both sides of the paper.

1 **Open the [Basic] tab to select the following settings.**

- Any paper size other than envelopes from the [Print Paper Size] list. You cannot use envelopes.
- [Plain] from the [Paper Type] list. You cannot use other paper sizes.

2 **Open the [Finishing] tab, select the [2-Sided Printing] check box, and select the binding position icon.**

Long Edge — Select this to print on both sides of the paper with a margin on the long edge.
Short Edge — Select this to print on both sides of the paper with a margin on the short edge.
Booklet — Select this to print a properly paginated booklet or magazine-style publication.

Tip

You can also set booklet printing at the [2-Sided Printing] option by selecting the [Booklet] icon. For instructions on how to perform booklet printing, see the following section.
📖 P.82 “Making a booklet”

3 **Set any other print options you require and click [OK].**

4 **Click [OK] or [Print] to start the print job.**

The print job is printed on both sides of paper in the specified direction.

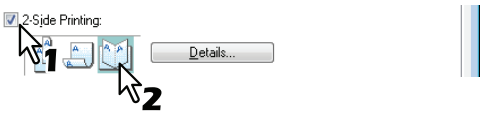
❑ Making a booklet

You can create a document in a book- or magazine-style publication by selecting the Booklet option.

Creating a booklet

1 **Display the [Finishing] tab menu.**

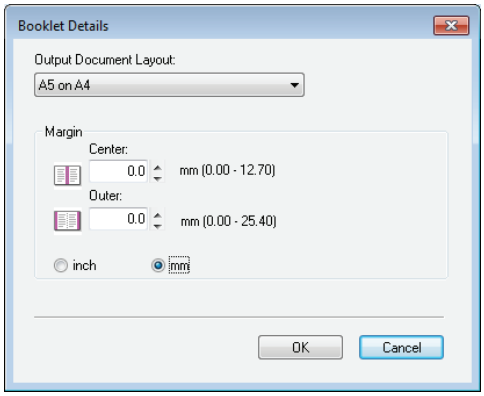
2 **Select the [2-Sided Printing] check box and select the [Booklet] icon.**



3 **Click [Details].**

The [Booklet Details] dialog box appears.

4 **Select the booklet size at the [Output Document Layout] box.**



A5 on A4 — Select this to print an A5 size booklet. Every 2 pages are printed on A4 paper to fit on half a sheet (A5).
A4 on A3 — Select this to print an A4 size booklet. Every 2 pages are printed on A3 paper to fit on half a sheet (A4).
B5 on B4 — Select this to print a B5 size booklet. Every 2 pages are printed on B4 paper to fit on half a sheet (B5).
B6 on B5 — Select this to print a B6 size booklet. Every 2 pages are printed on B5 paper to fit on half a sheet (B6).
1/2 Folio on Folio — Select this to print a 1/2 Folio size booklet. Every 2 pages are printed on Folio paper to fit on half a sheet.
A6 on A5 — Select this to print an A6 size booklet. Every 2 pages are printed on A5 paper to fit on half a sheet (A6).
Letter-Half on Letter — Select this to print a 1/2 Letter size booklet. Every 2 pages are printed on Letter paper to fit on half a sheet.
LT on LD — Select this to print a Letter size booklet. Every 2 pages are printed on Ledger paper to fit on half a sheet (Letter).
1/2 LG on LG — Select this to print a 1/2 Legal size booklet. Every 2 pages are printed on Legal paper to fit on half a sheet.
1/2 Statement on Statement — Select this to print a 1/2 Statement size booklet. Every 2 pages are printed on Statement paper to fit on half a sheet.
1/2 Comp on Comp — Select this to print a 1/2 Computer size booklet. Every 2 pages are printed on Computer paper to fit on half a sheet.
1/2 13LG on 13LG — Select this to print a 1/2 13 inch LG size booklet. Every 2 pages are printed on 13 inch LG paper to fit on half a sheet.
1/2 8.5SQ on 8.5SQ — Select this to print a 1/2 8.5 inch SQ size booklet. Every 2 pages are printed on 8.5 inch SQ paper to fit on half a sheet.
32K on 16K — Select this to print a 32K size booklet. Every 2 pages are printed on 16K paper to fit on half a sheet.
16K on 8K — Select this to print a 16K size booklet. Every 2 pages are printed on 8K paper to fit on half a sheet.

5 If you want to add a margin space between facing pages, enter a width in the [Center] box, and if you want to add a margin on the outside edge, enter a width in the [Outer] box.

- You can change the unit of the margin at the [Units].
- The center margin can be set from 0.00 mm to 12.70 mm in units of 0.10 mm when the unit is mm, and from 0.00 inch to 0.50 inches in units of 0.01 inch when the unit is inches.
  The printed images will be reduced according to the margin setting.
- The outer margin can be set from 0.00 mm to 25.40 mm in units of 0.10 mm when the unit is mm, and from 0.00 inch to 1.00 inches in units of 0.01 inch when the unit is inches.
  The printed images will be reduced according to the margin setting.

6 Click [OK] to close the [Booklet Details] dialog box.

7 Set any other print options you require and click [OK].

8 Click [OK] or [Print] to send the print job.

The print job is printed as a booklet.

❑ Printing several pages on one sheet

Prints several pages of a document on one sheet of paper (N-up feature). This feature is very useful for browsing a large number of pages for appearance or page order.
For example, to check the navigation path of a number of web pages or review the narrative of a slide presentation, using N-up is not only convenient but conserves paper as well.

Printing multiple pages per sheet

1 **Display the [Finishing] tab menu.**

2 **Select how many pages you want to print on a single sheet at the [Number of pages per Sheet] box.**

2 pages — Prints images from 2 pages arranged on one sheet.
4 pages — Prints images from 4 pages arranged on one sheet.
6 pages — Prints images from 6 pages arranged on one sheet.
8 pages — Prints images from 8 pages arranged on one sheet.
9 pages — Prints images from 9 pages arranged on one sheet.
16 pages — Prints images from 16 pages arranged on one sheet.

3 **Select how the pages are arranged on one sheet in the [Direction of Print] option.**

Left to Right — Arranges pages horizontally from the left and printed top to bottom on one sheet.
Right to Left — Arranges pages horizontally from the right and printed top to bottom on one sheet.
Left to Right by column — Arranges pages vertically from the top and printed left to right on one sheet.
Right to Left by column — Arranges pages vertically from the top and printed right to left on one sheet.

Tip

Items that can be selected in [Direction of Print] may vary depending on the number of pages selected at the [Number of pages per Sheet] box.

4 **If you want to draw a line around each page, select the [Draw Borders Around Pages] check box.**

5 **Set any other print options and click [OK].**

6 **Click [OK] or [Print] to send the print job.**

■ Finishing options in [Effect] tab menu

Using the printer driver, you can set various layout options to suit your preferences. In this section various printing functions enabled with the [Effect] tab menu are explained.
🕮 P.85 “Printing with watermarks”

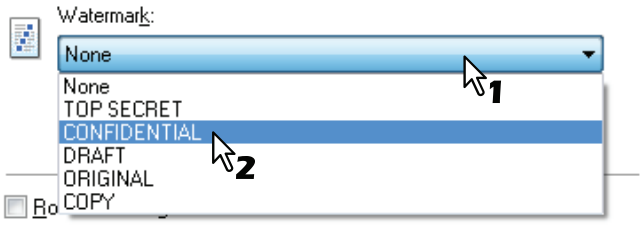
❑ Printing with watermarks

Watermarks overprint your document with useful information, such as [TOP SECRET], [CONFIDENTIAL], [DRAFT], [ORIGINAL], or [COPY]. You can choose from several predefined watermarks or you can create and save your own custom watermarks.
Watermarks are text only.

Printing a watermark

1 Display the [Effect] tab menu.

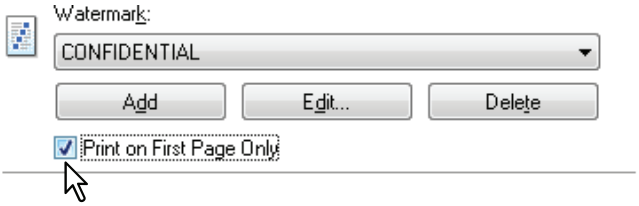
2 Select the watermark to be printed at the [Watermark] box.



Note

You can create a new watermark if there is none you want to apply on the box.
🕮 P.86 “Creating or editing a watermark”

3 If you want to print the watermark on only the first page, select the [Print on First Page Only] check box.

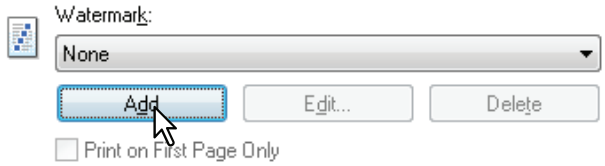


4 Set any other print options and click [OK].

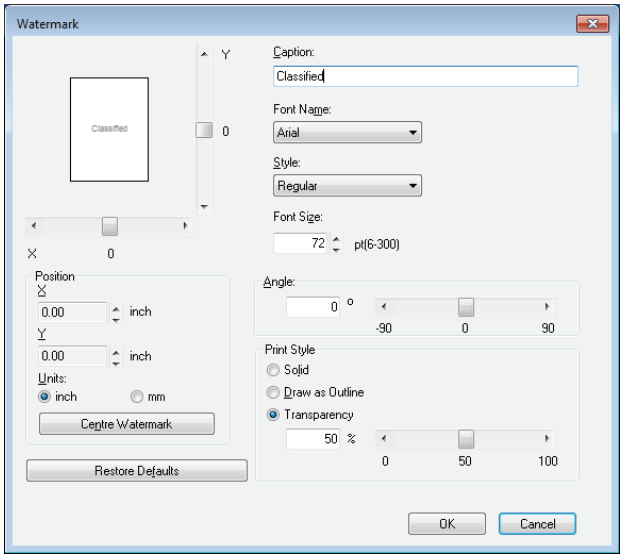
5 Click [OK] or [Print] to send the print job.

Creating or editing a watermark

1 Click [Add] to create a new watermark, or select one that you want to edit and click [Edit] to edit a watermark.



The [Watermark] dialog box appears.



2 Enter the watermark text in the [Caption] box.

You can enter up to 63 characters for the [Caption] box. However, if too many characters are entered, the watermark may not be printed correctly.

3 Select a font for the watermark at the [Font Name] box.

4 Select a font style for the watermark at the [Style] box.

5 Enter the font size in the [Font Size] box.

You can enter any integer between 6 and 300pt in units of 1pt.

6 To rotate the watermark, enter the number of degrees in the [Angle] box.

- You can enter from -90 degrees to 90 degrees in units of 1 degree in the [Angle] box.
- You can also set the angle using the scroll bar.

7 Select how the watermark text is printed from [Solid], [Draw as Outline], and [Transparency].

Solid — Prints a solid type of watermark.
Draw as Outline — Prints an outline type of watermark.
Transparency — Prints a transparent watermark. Set the transparent ratio from 0 to 100% in units of 1%. You can also set the transparent ratio using the scroll bar.

8 Enter the X and Y values or move the scroll bar to adjust the watermark position.

- You can adjust the position horizontally with “X” and vertically with “Y”.
- You can select the unit, [inch] or [mm].
- Click [Center Watermark] to locate the watermark text to the middle horizontally and vertically.

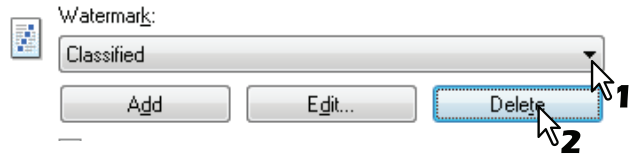
9 Click [OK] to save the watermark settings.

Deleting a watermark

Note

You can delete the default watermarks. However, they cannot be restored by clicking [Restore Defaults].

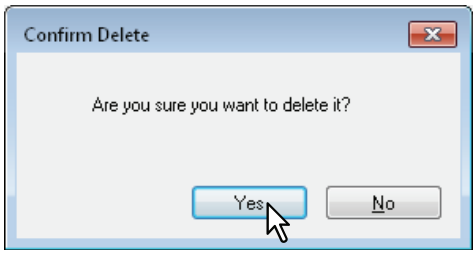
1 Select the watermark that you want to delete at the [Watermark] box.



2 Click [Delete].

The [Confirm Delete] dialog box appears.

3 Click [Yes].



4

SCAN FUNCTIONS

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Scanning From Application

This equipment supports scanning from TWAIN-compatible applications. TWAIN is the standard that links applications and scanners that acquire images. For TWAIN support, see your application's manual.

Before you start scanning with this equipment, make sure that you have installed the scanner driver. For details, refer to the ***Software Installation Guide***.

Notes

- Scanning cannot be performed from a computer immediately after the power is turned ON, the buttons are pressed or the covers are opened/closed in the equipment. Do it 30 seconds after "Ready" has appeared on the LCD screen on the control panel.
- The default original size depends on the measurement system on Windows: A4 for Metric or LT for the North America. You can change the default only before the first execution after installation. For the measurement system, see the Windows Help.

■ How to scan

Follow the steps below to scan the original.

1 Place the original(s).

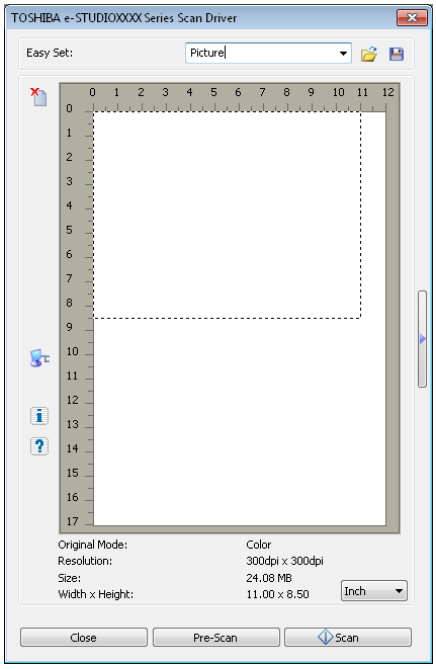
📖 P.29 "Placing originals on the original glass"
📖 P.30 "Placing originals on the Automatic Document Feeder"

2 Run your TWAIN-compatible application and execute the image acquisition command.

You can usually execute the scan or image acquisition command on the [File] menu to select this equipment. The location of the command and the method to select the scanner vary depending on the application. See your application's manual.

3 Set the scan settings.

- You can make various options to scan the original image.
  📖 P.91 "Scan options"
- You can also make the scan settings using the Easy Set feature.
  📖 P.94 "Using the Easy Set feature"



4 Click [Pre-Scan] to preview the original.

If you are not satisfied with the preview image, change the scan settings and preview the image again.

5 Click [Scan] to scan the original.

While scanning, you can stop scanning by clicking [CANCEL].

6 Save the scanned image in your application.

The saving command varies depending on the application. You usually execute the Save or Save as command on the File menu. If necessary, modify the scanned image, using the various graphic commands in your application.

Setting Up Scan Options

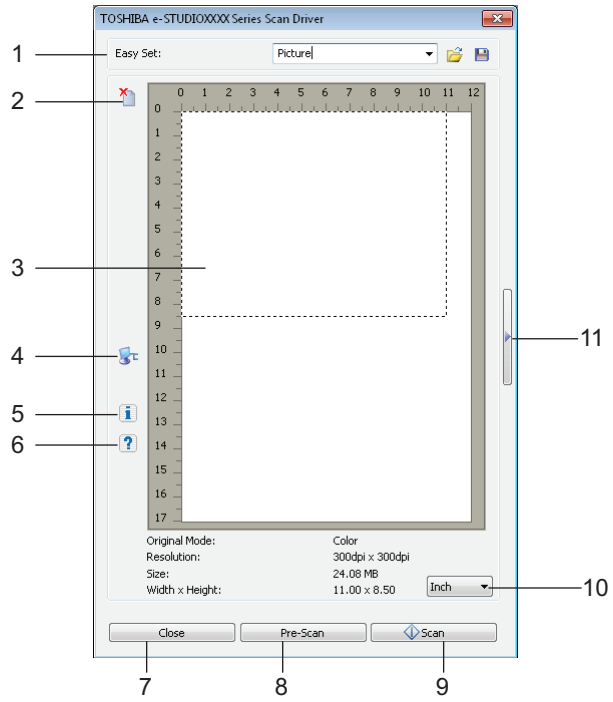
You can make various options to affect the scanning status. You can save different sets of options in files and recall one of them for frequent use.

■ Scan options

The basic and advanced dialogs are available for the scan operation.

❑ Basic scan dialog

When you execute the image acquisition command, the following basic scan dialog appears.



1) Easy Set
The scan options can be saved.
📖 P.94 “Using the Easy Set feature”

2)
Clears the preview image.

3) Preview screen
The pre-scanned image appears. The dotted boundary shows the scanning area or the original size. The image information appears under the preview screen.

4)
Opens the IO Type dialog to set the destination.
📖 P.93 “Scanning from the equipment on the network”
📖 P.93 “Scanning from the equipment connected by USB cable”

5)
Shows the version information of the scanner driver.

6)
Shows the Help information about this scanner driver.

7) [Close]
Quits the scanning operation.

8) [Pre-Scan]
Pre-scans the original.

9) [Scan]
Scans the original.

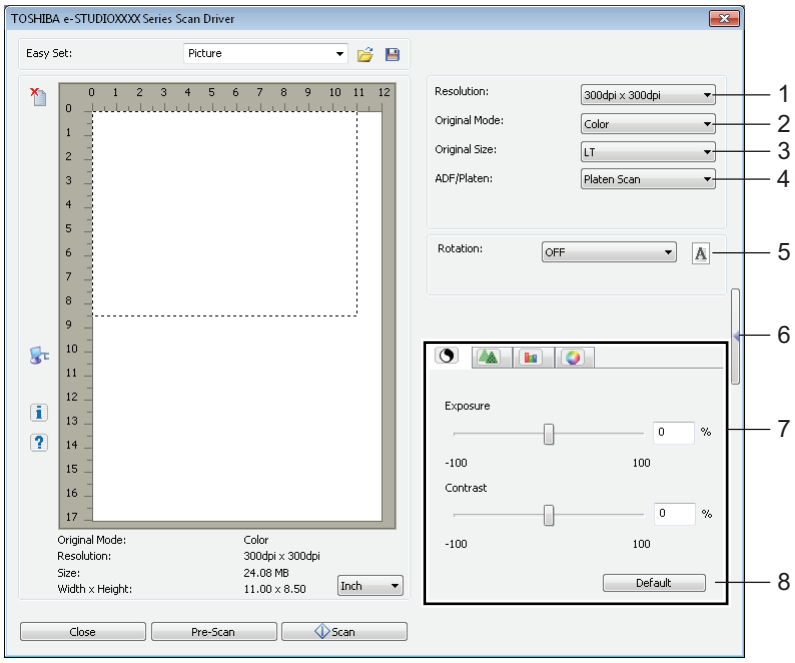
10) Measurement unit
Select [Inch], [mm], or [Pixel] to change the measurement unit.

11)

Opens the advanced scan dialog.
P.92 “Advanced scan dialog”

❑ Advanced scan dialog

You can click the triangle that faces right on the right-hand side of the basic scan dialog box to make scanning settings. The default settings are underlined.



1) Resolution
Sets the horizontal and vertical resolution as dots per inch: **150 x 150 dpi**, 300 x 300 dpi, or 600 x 600 dpi.

2) Original Mode
Sets the original mode to fit the original image such as text only or the mixture of text and photos: **Text**, Text/Photo, Gray, or Color.

3) Original Size
Sets the original document size or the scanning area.
Select the original size from the pull-down list.
The displayed items differ depending on the installed options and destinations.

Tip

When [600 x 600 dpi] is selected in [Resolution] and [Color] is selected in [Original Mode], only [A5-R] or [ST-R] can be selected.

4) ADF/Platen
Selects the equipment on which the originals are placed: **Platen Scan**, ADF Scan, or Duplex Scan.
The displayed items differ depending on the installed options and destinations.

5) Rotation
Rotates the imaged clockwise by 90 degrees, counterclockwise by 90 degrees, or by 180 degrees. This option takes effect on the image to scan but not on the preview image: **OFF**, Right 90, Left 90, or 180.

6)

Closes the advanced scan dialog and return to the basic scan dialog.
P.91 “Basic scan dialog”

7) [Enhanced Settings] tab

- **Exposure/Contrast**
  Adjusts the exposure and contrast of the image using the scroll bar or editing the field: -100 (lighter) to 100% (darker).
  [Contrast] is only available when [Gray] or [Color] is selected in [Original Mode].

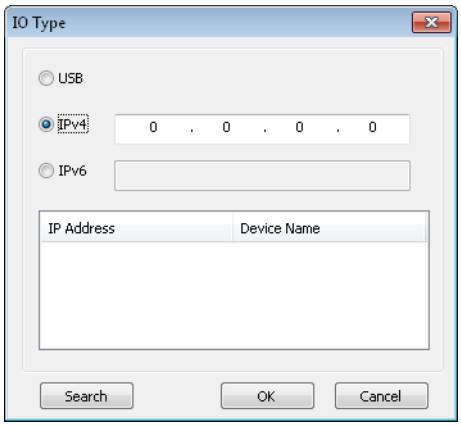
- **Sharp**
  Adjusts the sharpness of the image using the scroll bar or editing the field: -2 (softer) to 3% (sharper).
  [Sharp] is only available when [Gray] or [Color] is selected in [Original Mode].
- **RGB Adjustment**
  Adjusts the RGB values of the image using the scroll bar or editing the field: -100 to 100%.
  [RGB Adjustment] is only available when [Color] is selected in [Original Mode].
- **Saturation**
  Adjusts the saturation of the image using the scroll bar or editing the field: -100 to 100%.
  [Saturation] is only available when [Color] is selected in [Original Mode].

8) **Default**
Resets all the settings back to the defaults.

■ Scanning from the equipment on the network

1 Click on the basic scan dialog box.

2 The [IO Type] dialog box appears, select [IPv4] or [IPv6].



3 Click [Search], and then confirm the displayed IP address and device name.

Tip

If you set the IP address manually, input the address in the text box.

4 Click [OK].

■ Scanning from the equipment connected by USB cable

1 Click on the basic scan dialog box.

2 The [IO Type] dialog box appears, select [USB].

3 **Click [OK].**

■ Using the Easy Set feature

When you have made scan settings, you can save them as an Easy Set file. This allows you to load a specific batch of settings without changing the scan settings each time.

❑ Saving the Easy Set file

You can save multiple Easy Set files.

1 **Open the advanced scan dialog from within your application.**
📖 P.90 “How to scan”

2 **Set the scan options as you like.**
📖 P.91 “Scan options”

3 **Click next to the Easy Set menu.**

4 **Enter a file name, select a folder where you save the file, and then click [Save].**

❑ Using the Easy Set file

1 **Select the pre-defined Easy Set file, or click next to the Easy Set menu to select your Easy Set file.**

- The following two pre-defined files are available.

Pre-defined File	Resolution	Original Mode	Other Scan Options
Picture	150 x 150 dpi	Text/Photo	Default settings
Text	600 x 600 dpi	Text	

- When the Open dialog box appears, select the folder, select the target Easy Set file, and then click [Open].

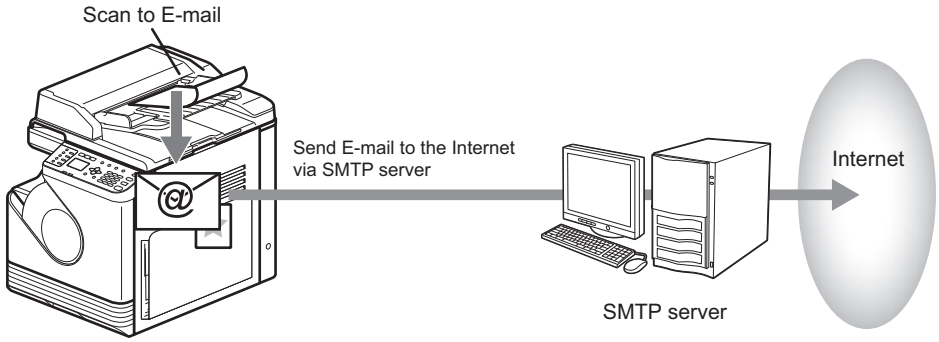
2 **Click [Pre-Scan].**

❑ Deleting the Easy Set files

You can delete the Easy Set files in the same way as for normal files. Locate the folder where you have saved the Easy Set file, right-click the file, and then click [Delete] from the menu. Click [Yes] to delete the file. When you are working in the preview window, click the folder icon next to the Easy Set menu so that you can delete the file in the same way. After deleting the file, click [CANCEL] to close the dialog box.

Scan to E-Mail

Scan to E-mail allows you to send your scans to specified e-mail addresses. The scanned image is converted to a PDF, TIFF, or JPEG file and sent as an e-mail attachment.



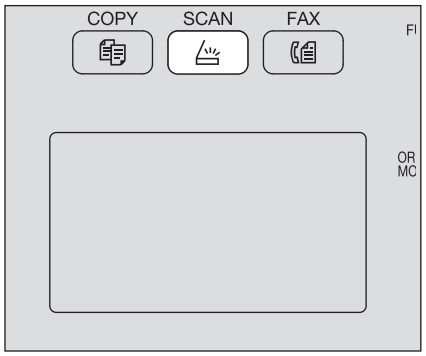
■ Procedure for Scan to E-Mail

1 Place the original(s).

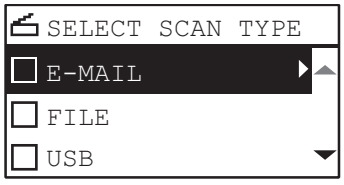
Tips

- For placing the originals, see the pages below.
  P.29 “Copying originals”
- A4, A3, A5-R, B5, B5-R, B4, A4-R and FOLIO (LT, LD, LT-R, LG, ST-R and COMP) sized originals can be scanned.

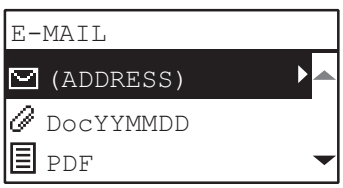
2 Press [SCAN].



3 Press ▽ or △ to select “E-MAIL”, and then press ▷.



4 Press ▽ or △ to select “ADDRESS”, and then press ▷.



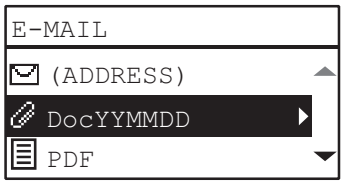
5 **Press ▽ or △ to select "TO (ADDRESS)" or "CC (ADDRESS)", and then press ▷.**

6 **Select from the Address Book or enter the address directly.**

📖 P.106 "Specifying E-mail Addresses"
📖 P.110 "Character entry"

7 **Press ◁ to return to the E-MAIL screen.**

8 **Press ▽ or △ to select the item, press ▷, and then make the scan settings as required.**



Tip

The settings available for Scan to E-Mail are as follows:

Menu Functions	Settings		Description
FILE NAME(MAX128)	-		An initial file name can be changed. 📖 P.110 "Character entry"
FILE FORMAT	**PDF**	**MULTI**	Stores your scan as a PDF file. Select [MULTI] for saving several pages as a single file. Select [SINGLE] for saving several pages as a separated single file for each page.
		SINGLE	
	TIFF	**MULTI**	Stores your scan as a TIFF file. Select [MULTI] for saving several pages as a single file. Select [SINGLE] for saving several pages as a separated single file for each page.
		SINGLE	
	JPEG		Stores your scan as a JPEG file. This setting is not available when "BLACK" is selected in the "COLOR MODE" function.
MESSAGE SIZE	**NONE, 64, 128, 256, 512, 1024, 2048**		Scans the data at the selected file size and sends them separately.

To make further settings, see the following.

📖 P.103 "Scan Settings"

9 **Press [START].**

Tips

- Originals are scanned and stored if they are placed on the Automatic Document Feeder.
- If originals are placed on the original glass, perform the procedure from step 10.

10 If there are more originals, place the next one on the original glass. Select “SCAN NEXT PAGE” using ▽ or △ and press [OK].

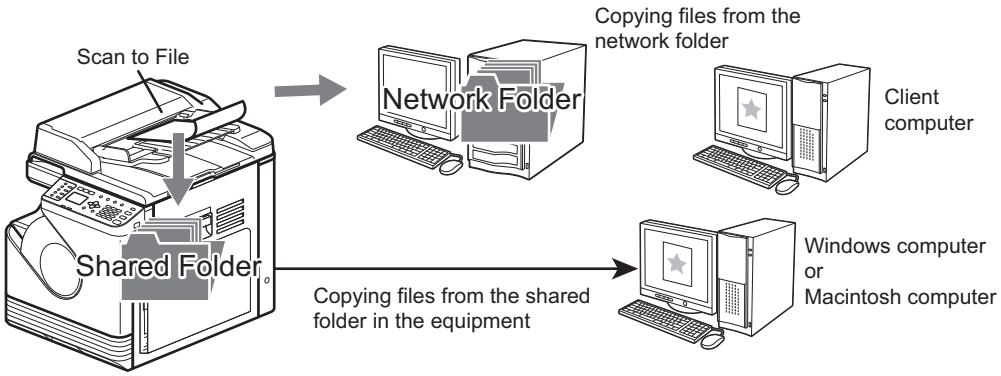
Tip

Repeat step 10 until all the originals have finished being scanned.

11 If there are no more originals, select “FINISHED” using ▽ or △. The originals are stored by pressing the [OK].

Scan to File

Scan to File allows you to store scans as PDF, TIFF or JPEG files in the shared folder in the equipment or in a network folder. From these folders, you can copy the saved data and use it on your computer.
If you choose to store your scans in the network folder, the type of operating system, such as Windows or Macintosh, does not matter; you can save the data in any network folder accessible by FTP or SMB.


Scan to File
Network Folder
Copying files from the network folder
Client computer
Shared Folder
Copying files from the shared folder in the equipment
Windows computer or Macintosh computer

■ Procedure for Scan to File

Notes

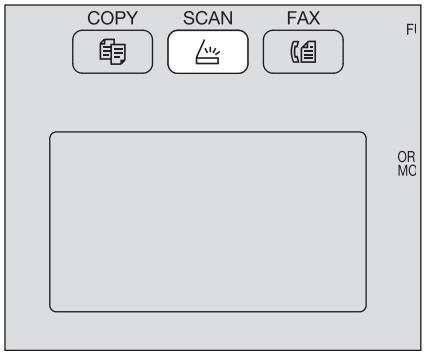
- The network administrator has to make settings for storing the scanned data to the client computers. For details, refer to the ***TopAccess Guide***.
- We recommend that you back up the data stored in the shared folder.
- Delete documents stored in the shared folder when they are no longer needed.

1 Place the original(s).

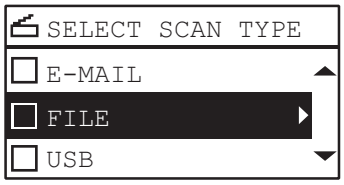
Tips

- For placing the originals, see the pages below.
  P.29 “Copying originals”
- A4, A3, A5-R, B5, B5-R, B4, A4-R and FOLIO (LT, LD, LT-R, LG, ST-R and COMP) sized originals can be scanned.

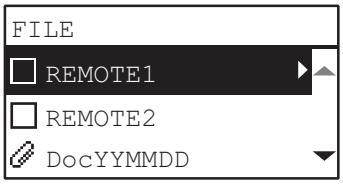
2 Press [SCAN].



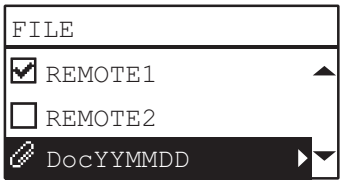
3 Press ▽ or △ to select “FILE”, and then press ▷.



4 **Press ▽ or △ to select “REMOTE1” or “REMOTE2”, and then press ▷.**



5 **Press ▽ or △ to select the item, press ▷, and then make the scan settings as required.**



Tip

The settings available for Scan to FILE are as follows:

Menu Functions	Settings		Description
FILE NAME(MAX128)	-		An initial file name can be changed. 🕮 P.110 “Character entry”
FILE FORMAT	**PDF**	**MULTI**	Stores your scan as a PDF file. Select [MULTI] for saving several pages as a single file. Select [SINGLE] for saving several pages as a separated single file for each page.
		SINGLE	
	TIFF	**MULTI**	Stores your scan as a TIFF file. Select [MULTI] for saving several pages as a single file. Select [SINGLE] for saving several pages as a separated single file for each page.
		SINGLE	
	JPEG		Stores your scan as a JPEG file. This setting is not available when “BLACK” is selected in the “COLOR MODE” function.

To make further settings, see the following.
🕮 P.103 “Scan Settings”

6 **Press [START].**

Tips

- Originals are scanned and stored if they are placed on the Automatic Document Feeder.
- If originals are placed on the original glass, perform the procedure from step 7.

7 **If there are more originals, place the next one on the original glass. Select “SCAN NEXT PAGE” using ▽ or △ and press [OK].**

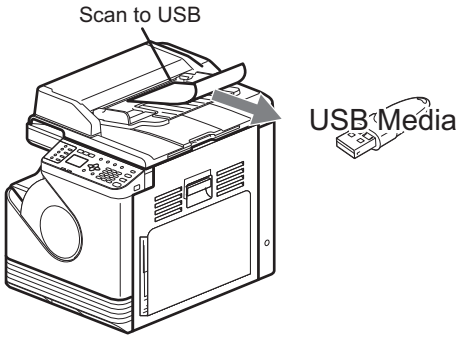
Tip

Repeat step 7 until all the originals have finished being scanned.

8 **If there are no more originals, select “FINISHED” using ▽ or △. The originals are stored by pressing the [OK].**

Scan to USB Memory

Scan to USB allows you to save scanned images as PDF, TIFF, or JPEG files in a USB storage device.



■ Procedure for Scan to USB Memory

Note

USB storage devices must meet requirements below. However, some USB storage devices may not be used with this equipment even though the requirements below are met.

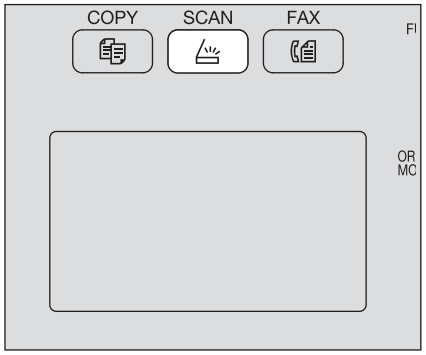
- FAT16 or FAT32 format
- Single-partition (USB storage devices with multiple partitions are not supported.)

1 Place the original(s).

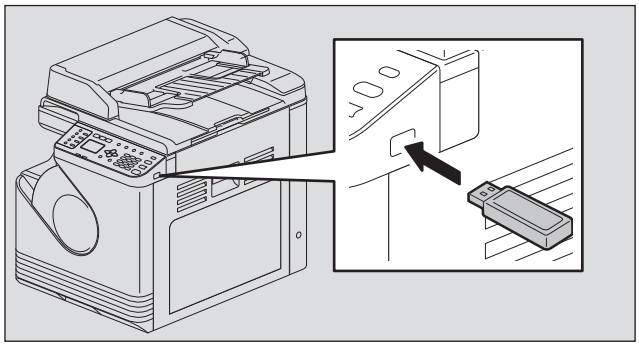
Tips

- For placing the originals, see the pages below.
  P.29 “Copying originals”
- A4, A3, A5-R, B5, B5-R, B4, A4-R and FOLIO (LT, LD, LT-R, LG, ST-R and COMP) sized originals can be scanned.

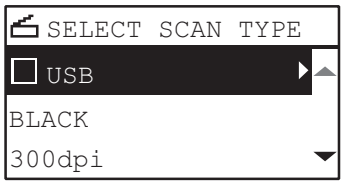
2 Press [SCAN].



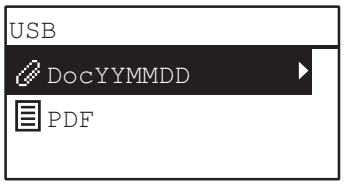
3 To store scans in a USB storage device, connect the device to the equipment and wait a few seconds.



4 Press ▽ or △ to select “USB”, and then press [OK].



5 Press ▷, and then make the scan settings as required.



Tip

The settings available for Scan to USB Memory are as follows:

Menu Functions	Settings		Description
FILE NAME(MAX128)	-		An initial file name can be changed. 📖 P.110 “Character entry”
FILE FORMAT	**PDF**	**MULTI**	Stores your scan as a PDF file. Select [MULTI] for saving several pages as a single file. Select [SINGLE] for saving several pages as a separated single file for each page.
		SINGLE	
	TIFF	**MULTI**	Stores your scan as a TIFF file. Select [MULTI] for saving several pages as a single file. Select [SINGLE] for saving several pages as a separated single file for each page.
		SINGLE	
	JPEG		Stores your scan as a JPEG file. This setting is not available when “BLACK” is selected in the “COLOR MODE” function.

To make further settings, see the following.
📖 P.103 “Scan Settings”

6 Press [START].

Note

When you store scans in a USB storage device, never attempt to remove the device from the equipment until data transmission is completed. Removing the USB storage device during data transmission may corrupt the device.

Tips

- Originals are scanned and stored if they are placed on the Automatic Document Feeder.
- If originals are placed on the original glass, perform the procedure from step 7.

7 If there are more originals, place the next one on the original glass. Select “SCAN NEXT PAGE” using ▽ or △ and press [OK].

Tip

Repeat step 7 until all the originals have finished being scanned.

8 If there are no more originals, select “FINISHED” using ▽ or △. The originals are stored by pressing the [OK].

Scan Settings

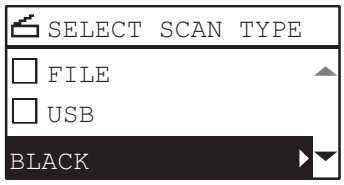
You can make the scan settings on the scan functions menu.

Tip

Press [CANCEL] to exit from the setting without making any changes. You can also exit by pressing ◁ if it is active.

■ Selecting the color mode

You can select the color mode best suited to your scan job.

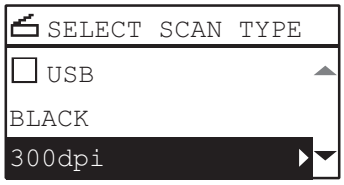


Menu Functions	Settings	Description
COLOR MODE	**BLACK**	Images in black and white.
	GRAY SCALE	Images containing both text and photos. The photo quality is enhanced.
	FULL COLOR	Color images.

1. **Press [SCAN].**
2. **Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.**
3. **Press ▽ or △ to select the setting item, and then press [OK].**

■ Selecting the resolution

You can select the resolution.

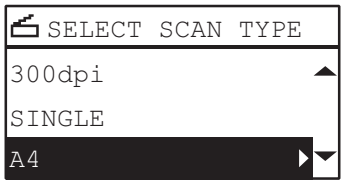


Menu Functions	Settings
RESOLUTION	**600dpi**
	300dpi
	150dpi

1. **Press [SCAN].**
2. **Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.**
3. **Press ▽ or △ to select the setting item, and then press [OK].**

■ Selecting the original size

You can specify the original size.

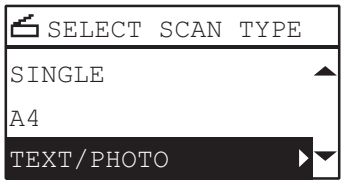


Menu Functions	Settings	Description
ORIGINAL SIZE	**A4**, **LT**, **B5**, **A5-R**, **ST-R**, **16K**	Sets the size of your originals.

1. **Press [SCAN].**
2. **Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.**
3. **Press ▽ or △ to select the setting item, and then press [OK].**

■ Selecting the original mode

You can select the original mode for the image quality best suited to your originals.



Menu Functions	Settings	Description
ORIGINAL MODE	**TEXT/PHOTO**	Text and photographs mixed.
	TEXT	Scans in the appropriate image quality for the original(s) with text, fine illustration and watermark.
	PHOTO	Photographs only.

1. **Press [SCAN].**
2. **Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.**
3. **Press ▽ or △ to select the setting item, and then press [OK].**

■ Selecting the orientation

You can change the orientation of your scans. Select the desired rotation pattern.

Menu Functions	Settings	Description
ROTATION	A→A	Scans originals without a change in orientation.
	A→A	Rotates your scans 90 degrees to the right.

1. **Press [SCAN].**
2. **Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.**
3. **Press ▽ or △ to select the setting item, and then press [OK].**

■ Selecting the compression ratio

You can select the compression ratio for the scanned image data. In general, the higher the compression ratio, the lower the image quality.

Note

This function is not available when “BLACK” is selected in the “COLOR MODE” function.

Menu Functions	Settings	Description
COMPRESS	**LOW**	Applies a low compression ratio and enhances the image quality.
	MID	Compresses the data with a moderate compression ratio and obtains an average image quality.
	HIGH	For a high compression ratio. Suitable when you want to minimize the data size rather than enhance the image quality.

1 Press [SCAN].

2 Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.

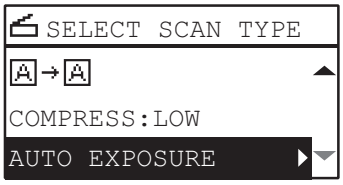
3 Press ▽ or △ to select the setting item, and then press [OK].

■ Adjusting the exposure

You can adjust the density to make scans lighter or darker in nine levels from -4 to +4. The auto density setting can represent the scan image in the middle density status.

Notes

- This function is not available when “GRAY SCALE” is selected in the “COLOR MODE” function.
- “AUTO” is available only when “BLACK” is selected in the “COLOR MODE” function and “TEXT” or “TEXT/PHOTO” is selected in the “ORIGINAL MODE” function.



Menu Functions	Settings	Description
EXPOSURE	**AUTO**	Adjusts the density automatically.
	Manual	Adjusts the density manually.

1 Press [SCAN].

2 Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.

3 Press ▽ or △ to select the setting item.

4 Adjust the density as follows.

For “AUTO”:
Press [OK].

For manual:
1) Press ▷ or ◁ to increase or decrease the density level.
2) Press [OK].

■ Specifying E-mail Addresses

To specify e-mail addresses for the Scan to E-mail function, you have the following options:

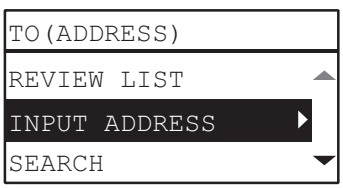
Tip

Up to 220 addresses can be specified.

P.106 “Entering an e-mail Addresses”
P.107 “Selecting from the address book”
P.107 “Searching the address book with single numbers”
P.108 “Searching the address book with group numbers”
P.108 “Viewing/Deleting specified e-mail addresses”

Entering an e-mail Addresses

1 Press ▽ or △ to select “INPUT ADDRESS”, and then press ▷.



2 Enter an e-mail address using the digital keys.

P.110 “Character entry”

3 Press [OK].

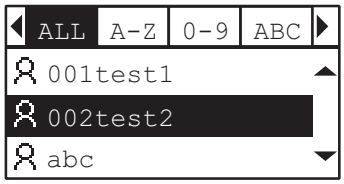
Tips

- When setting “CC (ADDRESS)”, you can specify additional e-mail addresses.
- If you want to view or delete the specified e-mail addresses, see the following page.
  P.108 “Viewing/Deleting specified e-mail addresses”

Selecting from the address book

1 Press ▽ or △ to select “SEARCH”, and then press ▷.

2 Using ▷ or ◁, select letters tab that you want to display. Using ▽ or △, select the desired contact, and then press [OK].



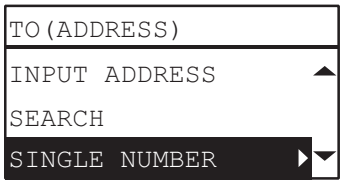
3 Press [OK].

Tips

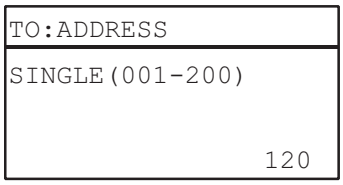
- When setting “CC (ADDRESS)”, you can specify additional e-mail addresses.
- If you want to view or delete the specified e-mail addresses, see the following page.
  P.108 “Viewing/Deleting specified e-mail addresses”

Searching the address book with single numbers

1 Press ▽ or △ to select “SINGLE NUMBER”, and then press ▷.



2 Using the digital keys, enter the single number for the desired contact.



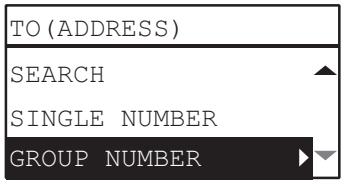
3 Press [OK].

Tips

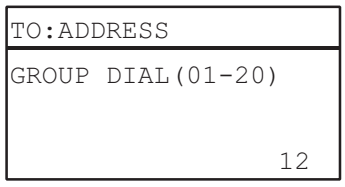
- When setting “CC (ADDRESS)”, you can specify additional e-mail addresses.
- If you want to view or delete the specified e-mail addresses, see the following page.
🕮 P.108 “Viewing/Deleting specified e-mail addresses”

Searching the address book with group numbers

1 Press ▽ or △ to select “GROUP NUMBER”, and then press ▷.



2 Using the digital keys, enter the group number for the desired contact.



3 Press [OK].

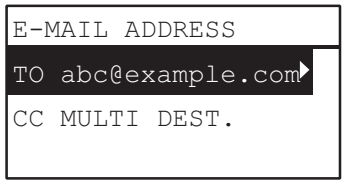
Tips

- When setting “CC (ADDRESS)”, you can specify additional e-mail addresses.
- If you want to view or delete the specified e-mail addresses, see the following page.
🕮 P.108 “Viewing/Deleting specified e-mail addresses”

Viewing/Deleting specified e-mail addresses

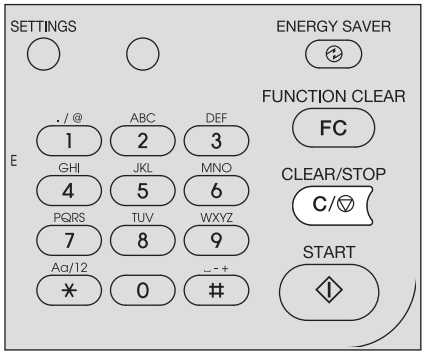
You can view the specified e-mail addresses, contacts, and groups, and delete them from the list.

1 On the “E-MAIL ADDRESS” menu, select “TO” or “CC” using ▽ or △, and then press ▷. If you select “CC”, select “REVIEW LIST” using ▽ or △, and then press [OK].



Currently selected e-mail addresses, contacts, and groups are listed on the screen.
To delete an e-mail address, contact, and/or group from the list, go to step 2.

2 **Select a listing you want to delete, and then press [CLEAR/STOP].**



3 **“DELETE DESTINATION?” message appears, select “YES” using ▽ or △, and then press [OK].**

■ Character entry

The character entry screen is for entering characters when you are setting and entering items.
You can enter the following:
Alphabet characters, numbers and symbols.
Enter the characters using the digital keys and △, ▽, ▷, or ◁, after switching the type of the character with the [✱] digital key.

❑ Switching the input mode

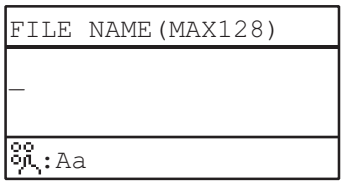
The type of the character is displayed in the first line of the message display panel. Set the type of character to enter by pressing the [✱] digital key.
The input mode switches as follows each time the [✱] key is pressed.

Alphabet characters <--> Numbers

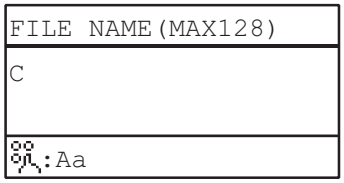
❑ Entering characters

Example: To enter "Chicago"

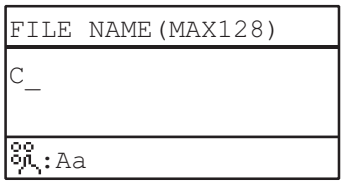
1 Press [✱] to set the alphabet input mode.



2 Press [2] a few times to enter "C".



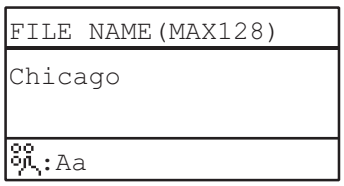
3 Press ▷ to move the cursor to the right.



Tip

If you want to enter the character assigned to another digital key, you can enter it without moving the cursor to the right or pressing ▷.

4 Similarly, you can enter the following characters using the digital keys.



5 After you have entered the last character, Press [OK].

❑ Relationship between the digital keys and the input character

The character entered by each digital key differs depending on the input mode. The assignment of characters in the character input mode is as follows.

Characters entered in the character input mode

You can enter the characters displayed on the upper side of the digital keys.

Digital key	Number of times the key is pressed								
1	.	/	@	-	:	~	_	1	
2	A	B	C	2	a	b	c		
3	D	E	F	3	d	e	f		
4	G	H	I	4	g	h	i		
5	J	K	L	5	j	k	l		
6	M	N	O	6	m	n	o		
7	P	Q	R	S	7	p	q	r	s
8	T	U	V	8	t	u	v		
9	W	X	Y	Z	9	w	x	y	z
0	0								
#	<space> - + ' [ ] \ ; ´ , . / @ ~ ! # $ % ^ & * ( ) = _ { } | < > : " ?								

■ Scan speed

The scan speed depends on the selected color mode and resolution settings.
The approximate scan speed (for printing A4/LT) under each condition is listed in the table below.

Color Mode	Resolution	Scan Speed
Black	150 dpi	25 pages/minute
	300 dpi	
	600 dpi	
Full Color	150 dpi	8 pages/minute
	300 dpi	7 pages/minute
	600 dpi	6 pages/minute*1

*1 Available only A5-R/ST-R.

The color mode and resolution settings can be changed on the scan setting screen. For details, see the following sections:
🕮 P.103 “Selecting the color mode”
🕮 P.103 “Selecting the resolution”

5

VARIOUS FUNCTIONS

Copy Menu List 114
Copy menu items 114
Scan Menu List 115
Scan menu items 115
Network Menu List 117
Setting the Ethernet speed 117
Setting the TCP/IP protocol 117
Setting the HTTP network service 118
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User functions menu items 120

Copy Menu List

See the following pages for information on using the copy menu.
🕮 P.27 “COPY FUNCTIONS”

■ Copy menu items

When you press ▽ or △ on the main screen (Copy), you enter the copy menu which allows you to use copy functions. The table below shows the functions and reference pages available in the copy menu.

Menu Functions	Settings		Description and Reference Pages
EXPOSURE	AUTO, Manual (9 steps)		Sets the density level for the copied image. 🕮 P.35 “Adjusting the exposure”
ORIGINAL MODE	TEXT/PHOTO, TEXT, PHOTO, BACKGROUND ERASE		Sets an original mode suitable for the image being copied. 🕮 P.36 “Selecting the original mode”
DRAWER	Drawer 1 XX, Bypass XX, APS		Sets the paper source. 🕮 P.37 “Selecting the paper”
ZOOM	Manual zoom (25 - 100 - 400%), FIXED ZOOM, AMS		Sets the zoom ratio for copied images. 🕮 P.39 “Enlarging or reducing the copy size”
FINISHING	NON SORT, SORT		Sets the finishing mode for ejecting copies. 🕮 P.43 “Sorting pages”
2IN1/4IN1	OFF, 2IN1, 4IN1		Copies two or four originals onto one sheet of paper. 🕮 P.44 “Copying two or four pages on each sheet”
ID CARD	OFF, ON		Sets the ID card function. 🕮 P.46 “Copying both sides of a card on a sheet”
EDGE ERASE	OFF, ON (4 to 15 mm (0.2 to 0.6"))		Sets the edge erase function. 🕮 P.47 “Erasing the shadow on edges”
IMAGE SHIFT	OFF, LEFT MARGIN, RIGHT MARGIN		Sets the image shift function. 🕮 P.48 “Shifting the pages to the right or left”
2-SIDED	1 > 1 SIMPLEX, 1 > 2 DUPLEX	BOOK, TABLET	Sets the 2-sided function. 🕮 P.49 “Copying on both sides”
ANNOTATION	OFF, PAGE NO., PAGE No.+DATE/TIME		Sets the annotation function. 🕮 P.50 “Adding a page number and date/time on the copied paper”
IMAGE DIRECTION	OFF, ON		Sets the image direction function. 🕮 P.50 “Image direction”

Scan Menu List

See the following pages for information on using the scan menu.
P.89 “SCAN FUNCTIONS”

■ Scan menu items

When you press ▽ or △ on the main screen (Scan), you enter the scan menu which allows you to use basic and advanced scan functions.
The table below shows the functions and reference pages available in the scan menu.

Menu Functions		Reference Pages
E-MAIL	E-MAIL ADDRESS	P.115 “E-mail functions”
	FILE NAME(MAX128)	
	FILE FORMAT	
	MESSAGE SIZE	
FILE	REMOTE1	P.116 “File functions”
	REMOTE2	
	FILE NAME(MAX128)	
	FILE FORMAT	
USB	FILE NAME(MAX128)	P.116 “USB functions”
	FILE FORMAT	
COLOR MODE		P.116 “Basic setting functions”
RESOLUTION		
ORIGINAL SIZE		
ORIGINAL MODE		
ROTATION		
COMPRESS		
EXPOSURE		

❑ E-mail functions

Menu Functions	Settings		Description and Reference Pages
E-MAIL ADDRESS	TO (ADDRESS) CC (ADDRESS)	REVIEW LIST	You can select from the Address Book or directly enter the address. P.95 “Procedure for Scan to E-Mail” P.106 “Specifying E-mail Addresses”
		INPUT ADDRESS	
		SEARCH	
		SINGLE NUMBER	
		GROUP NUMBER	
FILE NAME(MAX128)	You can use up to 128 characters.		Enter the file name to save. P.95 “Procedure for Scan to E-Mail” P.110 “Character entry”
FILE FORMAT	PDF	MULTI	Sets the file format to attach the scanned data to the E-mail. P.95 “Procedure for Scan to E-Mail”
		SINGLE	
	TIFF	MULTI	
		SINGLE	
	JPEG		
MESSAGE SIZE	NONE, 64, 128, 256, 512, 1024, 2048		When the scanned data is bigger than the selected size, divides the data into the set size before sending the E-mail. P.95 “Procedure for Scan to E-Mail”

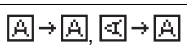
❑ File functions

Menu Functions	Settings		Description and Reference Pages
REMOTE1/2	Displays only.		Displays the set destination. 🕮 P.98 “Procedure for Scan to File”
FILE NAME(MAX128)	You can use up to 128 characters.		Enter the file name to save. 🕮 P.98 “Procedure for Scan to File” 🕮 P.110 “Character entry”
FILE FORMAT	PDF	MULTI	Sets the file format to save. 🕮 P.98 “Procedure for Scan to File”
		SINGLE	
	TIFF	MULTI	
		SINGLE	
	JPEG		

❑ USB functions

Menu Functions	Settings		Description and Reference Pages
FILE NAME(MAX128)	You can use up to 128 characters.		Enter the file name to save. 🕮 P.100 “Procedure for Scan to USB Memory” 🕮 P.110 “Character entry”
FILE FORMAT	PDF	MULTI	Sets the file format to save. 🕮 P.100 “Procedure for Scan to USB Memory”
		SINGLE	
	TIFF	MULTI	
		SINGLE	
	JPEG		

❑ Basic setting functions

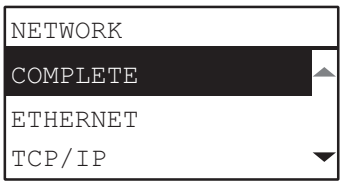
Menu Functions	Settings	Description and Reference Pages
COLOR MODE	BLACK, GRAY SCALE, FULL COLOR	Sets the color mode to scan the data. 🕮 P.103 “Selecting the color mode”
RESOLUTION	600dpi, 300dpi, 150dpi	Sets the resolution for the data to scan. 🕮 P.103 “Selecting the resolution”
ORIGINAL SIZE	A4, LT, B5, A5-R, ST-R, 16K	Sets the size for the original to scan. 🕮 P.104 “Selecting the original size”
ORIGINAL MODE	TEXT, TEXT/PHOTO, PHOTO	Sets the type of the original to scan. 🕮 P.104 “Selecting the original mode”
ROTATION		Rotates the scanned data to save. 🕮 P.104 “Selecting the orientation”
COMPRESS	LOW, MID, HIGH	Sets the compression ratio for the scanned image data. 🕮 P.105 “Selecting the compression ratio”
EXPOSURE	AUTO, Manual	Sets the density level for the scanned image data. 🕮 P.106 “Adjusting the exposure”

Network Menu List

You can set various network functions.

Tip

For instructions on how to display the NETWORK menu, see the following page:
P.119 “User Functions Menu List”



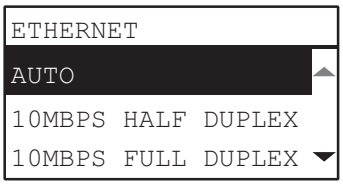
P.117 “Setting the Ethernet speed”
P.117 “Setting the TCP/IP protocol”
P.118 “Setting the HTTP network service”

Note

Once the network has been set up, exit from “USER FUNCTIONS” menu by pressing [CANCEL] or [USER FUNCTIONS] button. When “APPLY AND REBOOT?” message appears, select “YES”, and then press [OK]. The equipment is automatically rebooted and the network settings are applied.

■ Setting the Ethernet speed

You can specify the Ethernet speed.



Item name	Description
AUTO 10MBPS HALF DUPLEX 10MBPS FULL DUPLEX 100MBPS HALF DUPLEX 100MBPS FULL DUPLEX	Select the desired combination of communication speed and transmission method.

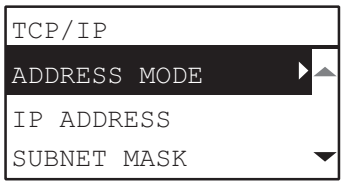
Note

If the network is not stable, turn the power of the equipment OFF and then back ON.

■ Setting the TCP/IP protocol

You can set the TCP/IP protocol that is commonly used in most network systems. When using Web-based utilities such as TopAccess or network features of this equipment such as network printing and network scanning, you are required to set the TCP/IP protocol.
In the TCP/IP setting operation, you can select the addressing mode, as well as assign the IP address, subnet mask and default gateway (when manually assigned).

How the TCP/IP protocol must be set depends on your network environment.

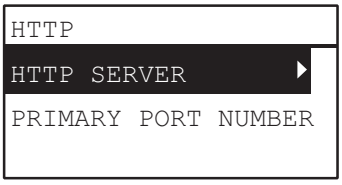


Item name	Description
ADDRESS MODE	• STATIC IP (When connecting to a local area network using static IP addresses) Select [STATIC IP] and specify an IP address when connecting to a local area network where static IP addresses are used. Also set the subnet mask and default gateway as required. • DYNAMIC (When TCP/IP is set by Auto-IP addressing or DHCP server) Select [DYNAMIC] when you do not know the TCP/IP settings that should be assigned to the equipment. If [DYNAMIC] is selected when your network supports the DHCP, the IP address, subnet mask, default gateway, primary WINS server address, secondary WINS server address, POP3 server address, and SMTP server address are acquired from the DHCP server. If the DHCP is not supported, an appropriate IP address is assigned to this equipment by the auto-IP addressing function. However, the auto-IP addressing may not work properly if a router is placed in the network. • NO AUTO IP (When TCP/IP is set using only the DHCP server) Select [NO AUTO IP] when the equipment is connected to a local area network with a DHCP server and you want to set the TCP/IP not using the auto-IP addressing function, but only the DHCP. When [NO AUTO IP] is selected, the IP address, subnet mask, default gateway, primary WINS server address, secondary WINS server address, POP3 server address, and SMTP server address are acquired from the DHCP server, and the IP address assignment by the auto-IP addressing function disabled.
IP ADDRESS SUBNET MASK DEFAULT GATEWAY	Press [IP ADDRESS] and enter the IP address of this equipment using the digital keys. Enter the subnet mask and default gateway as required. Use △ or ▽ to switch the active box. Note This item is enabled only when [STATIC IP] is selected for [ADDRESS MODE].

Use the digital keys to enter [IP ADDRESS] or [SUBNET MASK] or [DEFAULT GATEWAY].
For entering characters, see the following page.
🕮 P.110 “Character entry”

■ Setting the HTTP network service

You can enable or disable the HTTP network server service that provides web-based utilities on this equipment, such as TopAccess.



Item name	Description
HTTP SERVER	• ENABLE — Press this button to use the HTTP network server service. • DISABLE — Press this button to disable the HTTP network server service. This option must be enabled for TopAccess.
PRIMARY PORT NUMBER	Press this button to enter the primary port number to be used for receiving HTTP access from other clients. Normally use the default port number “80”.

Use the digital keys to enter [PRIMARY PORT NUMBER].
For entering characters, see the following page.
🕮 P.110 “Character entry”

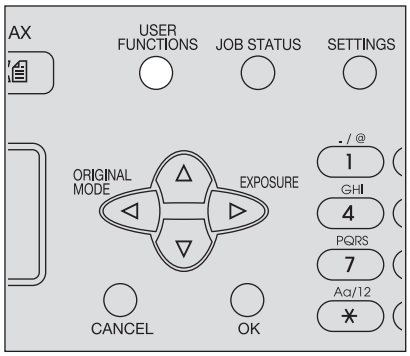
User Functions Menu List

Before you start operating the “USER FUNCTIONS” menu, learn the general procedure below.

Tips

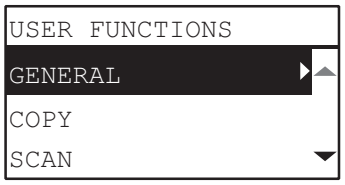
- Press [CANCEL] to exit from the setting without making any changes. You can also exit with the ◁ button if it is active.
- Press [CLEAR/STOP] to delete a character. Keep pressing [CLEAR/STOP] for a second to clear all characters.

1 Press [USER FUNCTIONS].



2 Press ▽ or △ to scroll the menu, and then press ▷ to enter the function menu.

📖 P.120 “User functions menu items”



3 Press ▽ or △ to scroll the menu, and then press ▷ to select the function.

4 Press ▽ or △ to scroll the menu, and then press ▷ to select the settings for each function.

5 Press ▽, △, ▷, or ◁ to select a setting, and then press [OK].

- Repeat this step if the selected setting has more options or values.
- Exits from the menu if the selected setting has no more options or values. At this point, the operation is complete.

Tip

The options or values vary depending on the function.

📖 P.121 “GENERAL”
📖 P.123 “COPY”
📖 P.124 “SCAN”
📖 P.124 “LIST”
📖 P.124 “ADDRESS BOOK”
📖 P.125 “DRAWER”
📖 P.125 “INFORMATION”

■ User functions menu items

When you press [USER FUNCTIONS] on the main screen (Copy), you enter the “USER FUNCTIONS” menu which enables you to change each setting and execute the device functions.
The table below shows the functions and reference pages available in the “USER FUNCTIONS” menu.

Menu Functions			Reference Pages
GENERAL	CHANGE LANGUAGE		P.121 “GENERAL”
	CLOCK	DATE/TIME	
		DATE FORMAT	
	WALKUP SCREEN		
	TIMERS	AUTO POWER SAVE	
		SLEEP MODE	
		AUTO CLEAR	
		WEEKLY TIMER	
	POP UP	DRAWER SET	
		PAPER JAM RECOVERY	
	LCD CONTRAST		
	NETWORK	COMPLETE	
		ETHERNET	
		TCP/IP	
		HTTP	
	SUPPLY NOTICE	DESTINATION SETUP	
		AUTO DETECT	
		OTHER INFORMATION	
COPY	EXPOSURE		P.123 “COPY”
	ORIGINAL MODE		
	MAXIMUM COPIES		
	SORT MODE PRIORITY		
	IMAGE ROTATION		
	AUTO 2-SIDED MODE		
	2IN1/4IN1	ORIGINAL SIZE	
		ORIG. ORIENTATION	
		PAGE LAYOUT	
	BACKGROUND		
	SHARPNESS		
SCAN	COLOR MODE		P.124 “SCAN”
	COMPRESS		
	ROTATION		
	BLACK SETTING	RESOLUTION	
		ORIGINAL MODE	
		EXPOSURE	
	GRAY SETTING	RESOLUTION	
	FULL COLOR SETTING	RESOLUTION	
		ORIGINAL MODE	
FAX*	TERMINAL ID		For details of the fax settings, see the ***Fax Guide***.
	INITIAL SETUP		
	RX PRINT		
REPORT SETTING*	AUTO JOURNAL		For details of the fax settings, see the ***Fax Guide***.
	MEMORY TX		
	MULTI TX		
LIST	ADDRESS BOOK		P.124 “LIST”
	FUNCTION		
	COUNTER		

Menu Functions			Reference Pages
ADDRESS BOOK	E-MAIL	SINGLE NUMBER	🕮 P.124 “ADDRESS BOOK”
		GROUP NUMBER	
	PHONE BOOK*	SPEED DIAL	
		GROUP DIAL	
		ONE TOUCH	
DRAWER	DRAWER 1		🕮 P.125 “DRAWER”
INFORMATION	COUNTER	TOTAL COUNTER	🕮 P.125 “INFORMATION”
	TONER REMAIN		

* Available only for e-STUDIO2505F.

❑ GENERAL

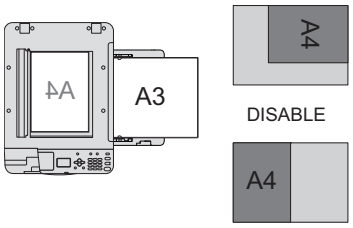
Menu Functions		Settings	Description
CHANGE LANGUAGE		S-CHINESE (SIMPLIFIED CHINESE), T-CHINESE (TRADITIONAL CHINESE), ENGLISH, FRENCH, ITALIAN, GERMAN, POLISH, RUSSIAN, SPANISH, SWEDISH, NORWEGIAN, FINNISH, DANISH, DUTCH, PORTUGUESE, CZECH, HUNGARIAN, ROMANIAN, SLOVAKIAN, LITHUANIAN, IRISH, SLOVENIAN, BULGARIAN, LATVIAN, SERBIAN, TURKISH	Sets the default language. The default language and the appearance order vary depending on the region.
CLOCK	DATE/TIME	YYYY/MM/DD HH:MM Year:2012 - 2037 Month:01 - 12 Day:01 - 28, 29, 30, 31 Hour:00 - 23 Minute:00 - 59	Sets the date and time.
	DATE FORMAT	MM/DD/YY DD/MM/YY YY/MM/DD	Sets the data format.
WALKUP SCREEN		COPY, SCAN, FAX[*1]	Sets the start screen.
TIMERS	AUTO POWER SAVE	1, 3, 4, 5, 7, 10, 15, 20, 30, 45, 60	Sets the period of time (in minutes) that this equipment should wait before low power mode is activated.
	SLEEP MODE	1, 3, 5, 10, 15, 20, 25, 30, 40, 50, 60	Sets the period of time (in minutes) that this equipment should wait before sleep mode is activated.
	AUTO CLEAR	15, 30, 45, 60, 75, 90, 105, 120, 135, 150	Sets the time (in seconds) to clear the previous settings and return to the main screen.
POP UP	DRAWER SET	ENABLE, DISABLE	Sets whether to display a pop-up message on the LCD screen in the following cases. • When the size of paper loaded in the drawer differs from setting. • When a paper misfeed occurs.
	PAPER JAM RECOVERY	ENABLE, DISABLE	
LCD CONTRAST		-3 (Light) to +3 (Dark)	Sets the brightness of LCD panel.

Menu Functions			Settings	Description
NETWORK	COMPLETE		-	Completes the network settings.
	ETHERNET		AUTO, 10MBPS HALF DUPLEX, 10MBPS FULL DUPLEX, 100MBPS HALF DUPLEX, 100MBPS FULL DUPLEX	Select the desired combination of communication speed and transmission method.
	TCP/IP	ADDRESS MODE	STATIC IP, DYNAMIC, NO AUTO IP	Sets a method for specifying an IP address.
		IP ADDRESS	000. 000. 000. 000 - 255.255.255.255	Sets the IP address of this equipment.
		SUBNET MASK	000. 000. 000. 000 - 255.255.255.255	Sets the subnet mask of this equipment.
		DEFAULT GATEWAY	000. 000. 000. 000 - 255.255.255.255	Sets the default gateway of this equipment.
	HTTP	HTTP SERVER	ENABLE, DISABLE	Sets whether to use the HTTP network server service.
		PRIMARY PORT NUMBER	1 - 65535	Sets the primary port number to be used for receiving HTTP access from other clients. Normally use the default port number “80”.
SUPPLY NOTICE*2	DESTINATION SETUP	FAX NUMBER	-	Sets the contact information for ordering supplies.
		E-MAIL	-	
	AUTO DETECT		OFF, ON	Sets whether to detect information automatically.
	OTHER INFORMATION	CUSTOMER NUMBER	-	Sets other various contact information.
		CONTACT NAME	-	
		CONTACT TEL NUMBER	-	
		SHIP TO NAME	-	
		SHIP TO ADDRESS	-	

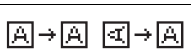
*1 Available only for e-STUDIO2505F.

*2 This menu can be used only in equipment for the North America.

❑ COPY

Menu Functions		Settings	Description
EXPOSURE		AUTO, Manual	Sets the default setting for the density.
ORIGINAL MODE		TEXT/PHOTO, TEXT, PHOTO, BACKGROUND ERASE	Sets the default setting for the original mode.
MAXIMUM COPIES		9, 99, 999	Sets the maximum number of copies to be allowed.
SORT MODE PRIORITY		NON SORT, SORT	Sets the default sort mode for copy jobs.
IMAGE ROTATION		ENABLE, DISABLE	Sets the image rotation setting. Tip When this setting is enabled, the original image is automatically rotated when making copies. As shown in the following figure, when you copy A4 size originals to the one side of the A3 size paper loaded on the bypass tray, disable this function. Original: A4 Paper: A3 ENABLE 
AUTO 2-SIDED MODE		OFF, 1 > 2 DUPLEX, USER	Sets the default auto 2-sided mode for copy jobs.
2IN1/4IN1	ORIGINAL SIZE	A4, A5, B5, 16K, LT, ST, 8.5SQ	Sets the default setting for the original size when using the “2IN1/4IN1” function.
	ORIG. ORIENTATION	Portrait, Landscape	Sets the default setting for the original orientation when using the “2IN1/4IN1” function.
	PAGE LAYOUT	2IN1: 4IN1:	Sets the order of the pages when using the “2IN1/4IN1” function.
BACKGROUND		-4 to +4	Adjusts the density of the original’s background. It avoids the back side of a 2-sided original becoming visible on its front side. You can change the background from lighter to darker in nine steps from -4 to +4.
SHARPNESS		-4 to +4	Emphasizes or blurs the outline of the image. You can change the sharpness from softer to sharper in nine steps from -4 to +4.

❑ SCAN

Menu Functions		Settings	Description
COLOR MODE		BLACK, GRAY SCALE, FULL COLOR	Sets the default setting for the color mode.
COMPRESS		LOW, MID, HIGH	Sets the default setting for the compression ratio.
ROTATION			Sets the default setting for the orientation.
BLACK SETTING	RESOLUTION	600dpi, 300dpi, 150dpi	Sets the default setting for the resolution when [BLACK] is selected for the color mode setting.
	ORIGINAL MODE	TEXT/PHOTO, TEXT, PHOTO	Sets the default setting for the original mode when [BLACK] is selected for the color mode setting.
	EXPOSURE	AUTO, Manual	Sets the default setting for the density when [BLACK] is selected for the color mode setting.
GRAY SETTING	RESOLUTION	600dpi, 300dpi, 150dpi	Sets the default setting for the resolution when [GRAY SCALE] is selected for the color mode setting.
FULL COLOR SETTING	RESOLUTION	600dpi, 300dpi, 150dpi	Sets the default setting for the resolution when [FULL COLOR] is selected for the color mode setting.
	ORIGINAL MODE	TEXT/PHOTO, TEXT, PHOTO	Sets the default setting for the original mode when [FULL COLOR] is selected for the color mode setting.

❑ LIST

Menu Functions	Settings	Description
ADDRESS BOOK	e-STUDIO2505H: SINGLE NUMBER, GROUP NUMBER e-STUDIO2505F: SPEED DIAL, GROUP DIAL, ONE TOUCH	Prints the E-mail address list. For details of the fax settings, see the ***Fax Guide***.
FUNCTION	-	Prints the user function list.
COUNTER	-	Prints the total counter list.

❑ ADDRESS BOOK

Menu Functions		Settings	Description
E-MAIL	SINGLE NUMBER	-	Edits the address book for "Scan to E-Mail" function.
	GROUP NUMBER	-	
PHONE BOOK*	SPEED DIAL	-	For details of the fax settings, see the ***Fax Guide***.
	GROUP DIAL		
	ONE TOUCH		

* Available only for e-STUDIO2505F.

❑ DRAWER

Menu Functions	Settings	Description
DRAWER 1	A4, LT, 16K	Sets the paper size for the drawer.

❑ INFORMATION

Menu Functions		Settings	Description
COUNTER	TOTAL COUNTER	-	Displays the total counter.
TONER REMAIN		-	Displays the toner remaining information.

6

TROUBLESHOOTING

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When This Message Appears

A message appears when a problem occurs on the equipment. Find the message on the list below and follow the instructions in the Countermeasure.

Message	Meaning	Countermeasure
MISFEED xxxx	An original or a sheet of copy paper is misfed. An error code “xxxx” and a message for solving the problem are displayed.	Remove any misfed paper. 📖 P.129 “Paper Misfeed”
CLOSE ***	Any cover of the equipment indicated by “***” is not securely closed.	Close the cover securely.
DRAWER * EMPTY	The paper in a drawer indicated by “*” has run out.	Load paper in the drawer. 📖 P.19 “Loading paper in the drawer”
COUNT OVER	The number of pages scanned has exceeded the maximum value.	Select “PRINT” on the LCD screen to copy the data scanned so far. Select “CANCEL JOB” to delete all the data scanned so far.
CALL FOR SERVICE xxxx	The repair or adjustment by your service technician is needed.	Contact your service representative. Give the service technician the error code (consisting of letters and numbers) that appears in the upper right area of the LCD screen. **⚠ WARNING** **Never attempt to repair, disassemble or modify the equipment by yourself.** This could cause an electric shock, a fire or serious injury. Contact your service representative when the equipment is in an abnormal condition or any malfunction is found.
MAINTENANCE	The maintenance by your service technician is needed.	Contact your service representative.
BYPASS EMPTY	Paper set on the bypass tray has run out.	Load paper on the bypass tray. 📖 P.21 “Loading paper on the bypass tray”
TONER IS LOW	There is only a little toner remaining in the toner cartridge.	There is still a little toner remaining in the toner cartridge. Do not replace the toner cartridge until “TONER EMPTY” appears on the LCD screen. Notes • The message may not appear because the toner remaining in the cartridge does not lie evenly. • When the message appears, it is advisable to purchase a new recommended cartridge to prepare for its replacement.
ERROR : TONER	The toner cartridge is not installed correctly.	Install the toner cartridge correctly.
	The recommended toner cartridge is not being used.	If you are using a toner cartridge other than the one we recommend, the equipment may not be able to detect whether it is installed or not. 📖 P.3 “Recommended toner cartridges”
TONER EMPTY	The toner in the toner cartridge has run out.	Replace the toner cartridge with a new one. 📖 P.134 “Replacing Toner Cartridge”
MEMORY IS FULL PRESS ANY KEY	The built-in memory of the equipment has become full.	Press any button on the control panel to delete the scanned data.
CLEAR PAPER OUTPUT TRAY PRESS [START] KEY	Approx. 100 maximum sheets of paper have continuously exited and the equipment stops copying to prevent the copied paper from overflowing from the tray.	Remove the paper from the receiving tray, and then press [START] to resume copying. Press [CLEAR/STOP] to end the copy. When “MEMORY CLEAR?” appears on the LCD screen, select “YES”, and then press [START].
SET xxx	The paper size setting is incorrect.	Make sure the loaded paper size/type and setting on the control panel.
PLEASE WAIT ADMINISTERED BY PC	TopAccess has been closed by clicking [X] (Close) on the browser window instead of [Logout] by a user who logged in as an administrator (Admin).	Turn the equipment power OFF and back ON, or wait until the time set with TopAccess for [Web General Setting] – [Session Timer] passes (default: 10 minutes).

Paper Misfeed

■ Find the position of paper misfeeds

When a paper misfeed occurs in the equipment, the operation stops, the alert lamp blinks on the control panel, and a message appears on the LCD screen to indicate the positions where the paper is misfed.

Check the message, remove any misfed paper, and then press [START] to resume copying.
🕮 P.119 “User Functions Menu List”

Tip

When a paper misfeed occurs in the equipment, the instruction to remove the misfed paper appears on the LCD screen. Press △ and ▽ to scroll up and down to read the instruction.

■ When paper misfeeds occur frequently

When paper misfeeds occur frequently, they may be due to one of the causes listed below:

- Unacceptable paper is used.
  🕮 P.18 “Paper types not acceptable”
- The sizes of paper loaded in the drawer or on the bypass tray are not registered into the equipment properly.
  🕮 P.26 “Preparation 3 - Registering Paper Size and Type”
- More misfed paper is still remaining after the release of a paper misfeed.
- The side guides are aligned too tight or too loose to the paper.
- The height of the stacked paper is exceeding the indicators in the drawer.

■ When removing misfed paper

Observe the following precautions when you remove misfed paper:

Do not tear misfed paper.

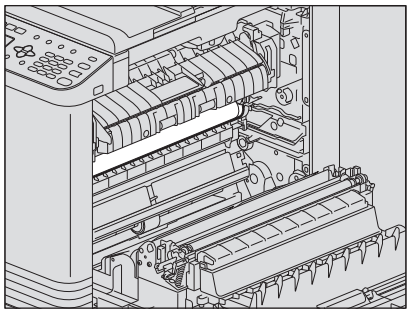
Remove misfed paper carefully with both hands. Do not pull the paper forcefully, otherwise the paper could tear and cause a paper misfeed. Make sure there are no torn pieces of paper left in the equipment.

⚠ CAUTION

Do not touch the fuser unit or the metal part around the unit.
When you remove misfed paper within the fuser unit, do not touch the fuser unit or the metal part around the unit. If you touch the inside of the equipment, this could cause burns or any injury to your hands.

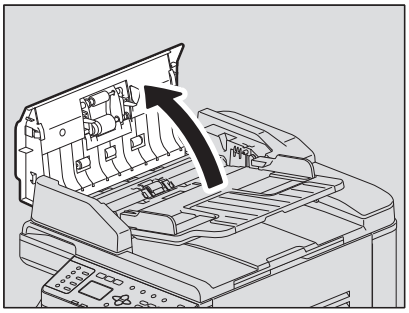
Do not touch the photoconductive drum.

When you remove the misfed paper within the transfer unit or the fuser unit, be careful not to touch the photoconductive drum. This could stain the copy images.

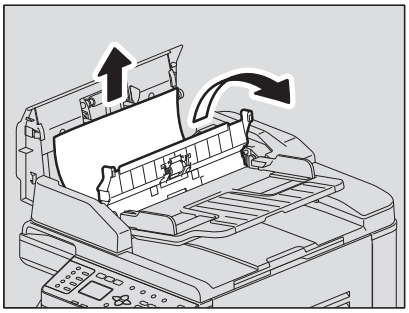


■ Paper misfeeds on the Automatic Document Feeder (ADF)

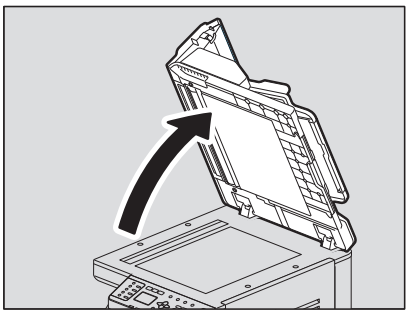
1 **Open the upper cover.**



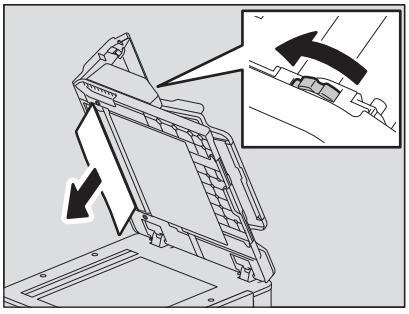
2 **Open the transport guide and remove the original.**



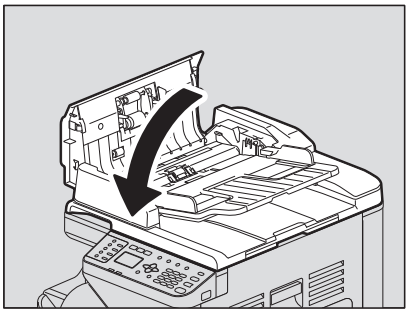
3 **Open the Automatic Document Feeder.**



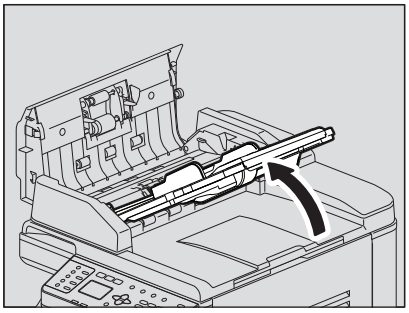
4 **Turn the dial to remove the misfed original.**



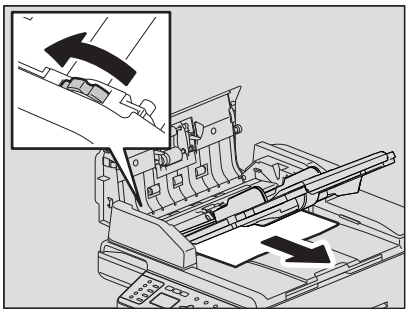
5 **Close the Automatic Document Feeder.**



6 **Raise the feeder tray.**



7 **Turn the dial to remove the misfed original.**

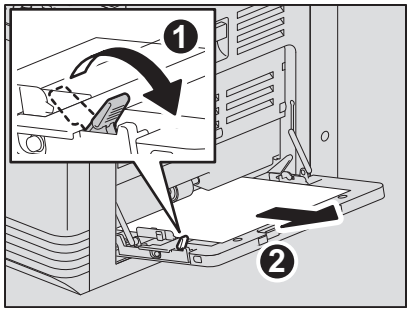


8 **Lower the feeder tray.**

9 **Close the upper cover.**

■ Paper misfeeds on the bypass tray

1 **Pull the paper holding lever out, and then pull out the misfed paper on the bypass tray.**



2 **Check beneath the transport guide inside of the side cover.**

Check if any paper is misfed under the transport guide behind the transfer unit.

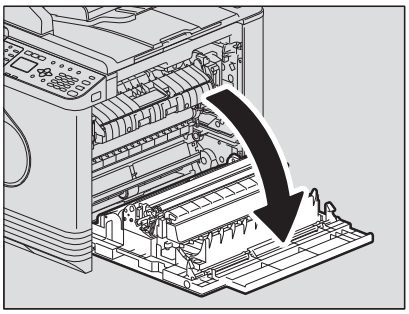
📖 P.132 “Paper misfeeds inside of the side cover”

■ Paper misfeeds inside of the side cover

⚠ CAUTION

- **Be careful not to catch your fingers between the equipment and the side cover.**
  This could injure you.
- **Do not touch the fuser unit or the metal part around the unit.**
  If you touch the inside of the equipment, this could cause burns or any injury to your hands.

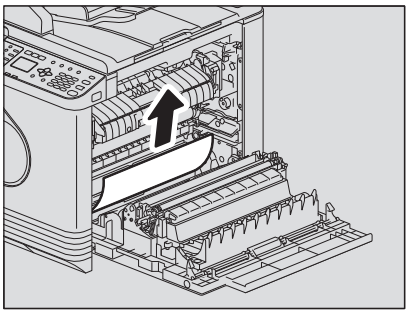
1 Open the side cover.



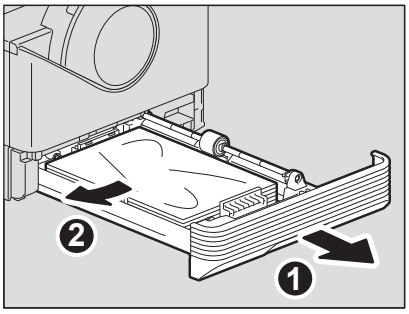
2 Remove the misfed paper behind transfer unit.

⚠ CAUTION

Be sure not to touch the photoconductive drum when removing the misfed paper.



3 If you cannot see the misfed paper or it is difficult to remove, open the drawer and remove it.



Note

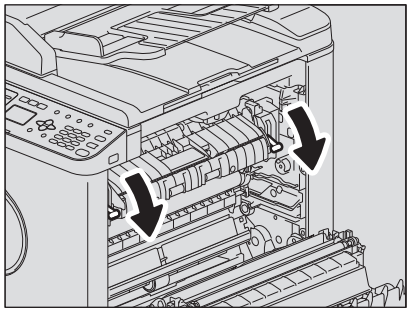
Be sure that the height of the stacked paper does not exceed the line indicated inside of the side guides.

4 Close the drawer.

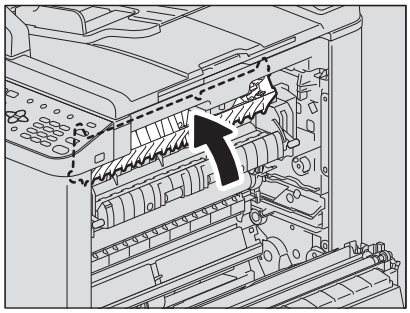
5 Lay down the transfer unit, and then press down the two fuser pressure release levers (green) until they come to a stop.

Note

Press down the levers fully until they stop.



6 Raise the transport guide.



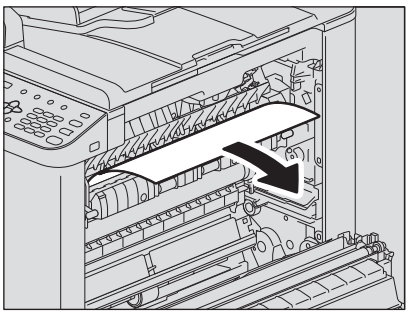
7 Release the misfed paper within the fuser unit.

Pull the misfed paper up or down as shown below depending on its position.

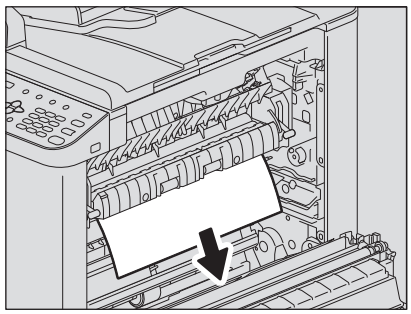
⚠ CAUTION

Be sure not to touch the photoconductive drum when releasing the misfed paper.

Pulling it up



Pulling it down



8 Return the transport guide and transfer unit to their original positions, and then close the side cover.

Replacing Toner Cartridge

■ When a message for replacement appears

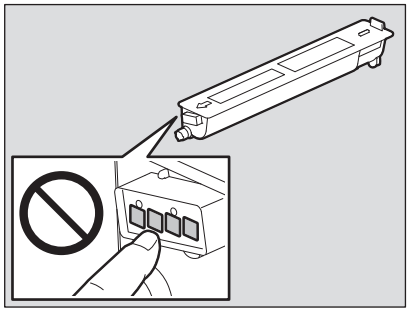
When the toner cartridge runs out of toner, the message appears on the LCD screen and the alert lamp blinks on the control panel.

⚠ **WARNING**

Never attempt to incinerate toner cartridges.
Dispose of used toner cartridges in accordance with local regulations.

Do not touch the terminal of the toner cartridge.

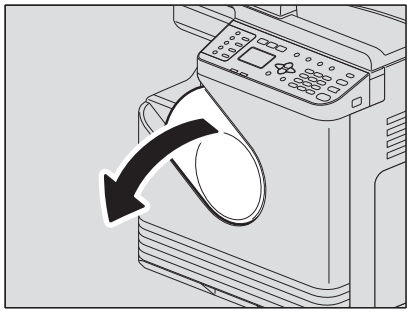
This may cause the equipment not to recognize the toner cartridge or may damage the terminal.



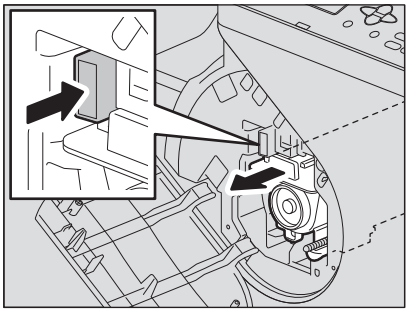
Notes

- Before inserting a new toner cartridge, check that the product name is “T-2505”.
- Do not touch the parts on the circuit board mounted on the toner cartridge because they may be damaged.

1 Open the front cover.



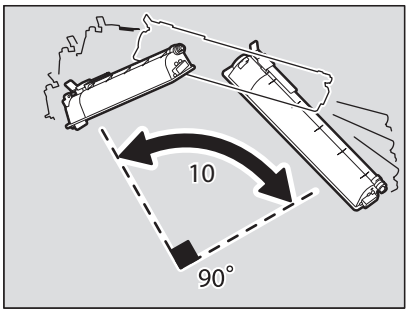
2 While holding down the green lever, pull out the toner cartridge.



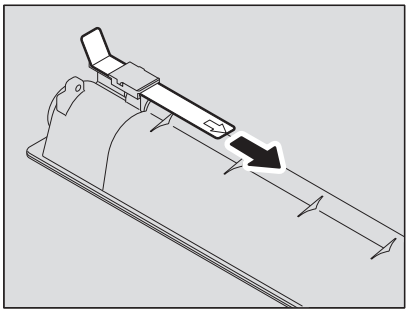
⚠ **WARNING**

Never attempt to incinerate toner cartridges.
Dispose of used toner cartridges in accordance with local regulations.

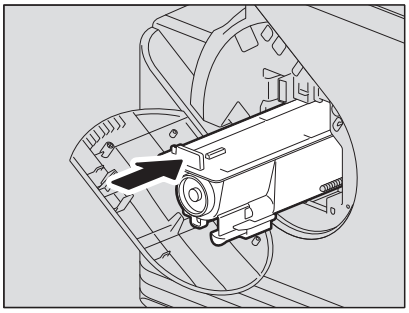
3 **Shake the new toner cartridge strongly with the label surface down to loosen the toner inside.**



4 **Pull out the seal in the direction of the arrow.**



5 **Insert the toner cartridge along the rail.**

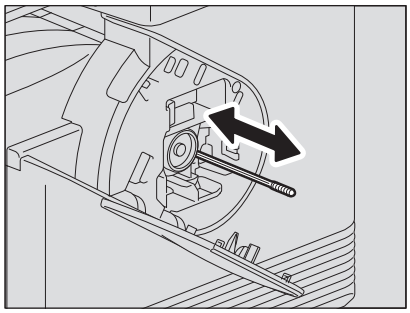


Note

Insert the toner cartridge until you hear a click sound.

6 Clean the charger.

Hold the cleaning knob of the charger and pull it out toward you carefully until it stops. Then reinsert it in its original position carefully. Repeat this procedure two to three times.



Note

Check if the cleaning knob is fully inserted after cleaning.

7 Close the front cover.

Before Calling Service Technician

When you encounter troubles, find the symptom listed below and follow the instructions in the Countermeasure.

■ General operation

Phenomenon	Usual cause	Countermeasure
The equipment does not work at all.	The power is not turned ON.	Turn ON the power of the equipment.
	The power cable is not plugged in securely.	Plug in the power cable securely.
The button does not respond to my operation.	It has been a short time since the power was turned ON.	Wait for the completion of warm-up and then try again.
The LCD screen is too light/dark.	The contrast of the LCD screen is not adjusted properly.	Adjust the contrast. 🕮 P.119 “User Functions Menu List”
A message is displayed on the LCD screen.	The equipment has detected an error status.	See the meaning of the message referring to the listing below. 🕮 P.128 “When This Message Appears”
“SAVING ENERGY” appears on the LCD screen.	The equipment is in the low power mode.	Press any button on the control panel to cancel this mode. Copying is enabled in the low power mode. 🕮 P.15 “Saving energy when not in use - Energy saving mode -”
The LCD screen is dim.	The equipment is in the sleep mode.	Press any button on the control panel to cancel this mode. 🕮 P.15 “Saving energy when not in use - Energy saving mode -”
Copy functions cannot be set.	Some copy functions that cannot be set simultaneously with others have been set.	Some copy functions cannot be set together with others. 🕮 P.148 “Copying Function Combination Matrix”
The equipment is not recognized when it is connected to a PC using a USB cable.	The cable is not support the USB2.0 Hi-Speed.	Use a USB2.0 Hi-Speed certified cable.
	The equipment is connected via a USB hub.	Connect the equipment with a PC directly by a USB cable.

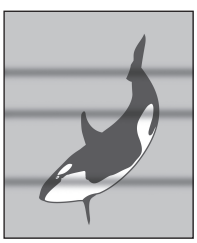
■ Toner-related items

Phenomenon	Usual cause	Countermeasure
“TONER IS LOW” appears on the LCD screen.	Toner is running out.	There is still a little toner remaining in the toner cartridge. Do not replace the toner cartridge until “TONER EMPTY” appears on the LCD screen.
“TONER EMPTY” appears on the LCD screen.	Toner has run out.	Replace the toner cartridge with a new one.
“ERROR : TONER” appears on the LCD screen.	The toner cartridge is not installed, or it is installed incorrectly.	Install the toner cartridge correctly.
	The recommended toner cartridge is not being used.	If you are using a toner cartridge other than the one we recommend, the equipment may not be able to detect whether it is installed or not. 🕮 P.3 “Recommended toner cartridges”
“TONER IS LOW” does not appear on the LCD screen, although toner is nearly empty.	The recommended toner cartridge is not being used.	If you are using a toner cartridge other than the one we recommend, the equipment may not be able to detect whether it is installed or not. 🕮 P.3 “Recommended toner cartridges”
The equipment does not become ready after the toner cartridge is inserted.	The toner cartridge inserted is not usable for this equipment.	Check that the product name is “T-2505”.

■ Original/Paper-related items

Phenomenon	Usual cause	Countermeasure
Paper misfeeds.	The paper is unsuited for the equipment.	Check if the paper is acceptable. 📖 P.18 “Paper types not acceptable”
	The paper size is not registered properly in the equipment.	Register the paper size properly. 📖 P.26 “Preparation 3 - Registering Paper Size and Type”
	Misfed paper is located in a place you cannot see easily.	See the message on the LCD screen to recheck the position where the paper misfeed has occurred. 📖 P.129 “Paper Misfeed”
	There is no gap between the side guides and paper in the drawer, or the gap is too wide.	Adjust the gap between the side guides and the paper properly. 📖 P.19 “Loading paper in the drawer”
Multiple feeding occurs.	Sheets of paper clinging to each other.	Fan the paper well and place it again.

■ Image trouble

Phenomenon	Usual cause	Countermeasure
The copy image is light.	Toner has run out.	Replace the toner cartridge if the “TONER EMPTY” message appears on the LCD screen. 📖 P.134 “Replacing Toner Cartridge”
	The copy density is set lighter.	Make the density darker if you use the manual copy density mode.
The copy image is dark.	The copy density is set darker.	Make the density lighter if you use the manual copy density mode.
The copied image is stained.	The platen cover or the Automatic Document Feeder is not lowered fully.	Lower it fully to block outside light.
	The original glass or platen sheet is dirty.	Clean them. 📖 P.140 “Regular Cleaning”
	The copy density is set darker.	Make the density lighter if you use the manual copy density mode.
	Highly transparent originals such as overhead transparencies or tracing paper are used.	Place a blank plain sheet of paper, the same size as the original or larger, over the original.
The copy image is fogged. 	There is a slight gap between the original glass and the original.	Lower the platen cover or the Automatic Document Feeder fully so that the original will contact with the original glass.
	The paper is damp.	Replace with dry paper.
The copy image is partially missing.	The size or direction of the paper and the original, or the reproduction ratio is not set properly.	Use paper of the same size as the original or set the reproduction ratio suitable to the paper size.
The copy image has black streaks in a horizontal direction. 	The charger is dirty.	Clean the charger. 📖 P.141 “Cleaning charger”

7

MAINTENANCE AND INSPECTION

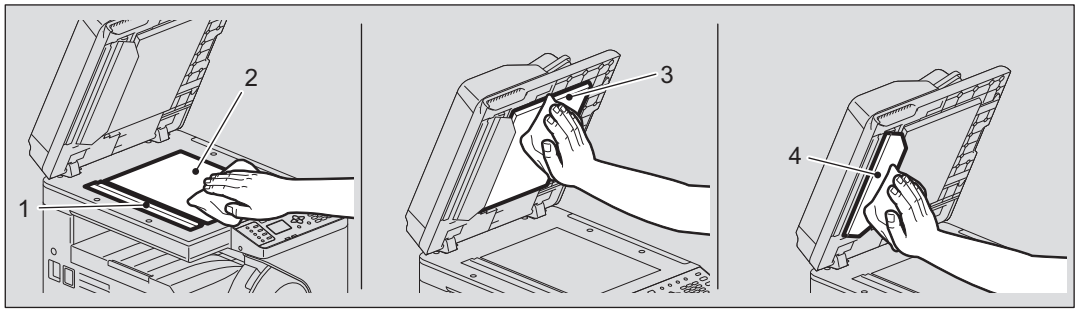
Regular Cleaning **140**
Cleaning charger **141**

Regular Cleaning

We recommend you to clean the following items weekly, so that the originals can be scanned in unsoiled conditions.

Notes

- Be careful not to scratch the portions in cleaning.
- When cleaning the surface of the equipment, do not use such organic solvents as thinner or benzine. This could warp the shape of the surface or leave it discolored.
- When using a chemical cleaning pad to clean it, follow the instructions.



1. Scanning area (surface of the long rectangular glass) / 2. Original glass

Wipe it with a soft dry cloth. If there are still stains remaining, wipe it clean with a piece of soft cloth which has been moistened with water and then squeezed well.

Do not use liquids other than water (such as alcohol, organic solvents or neutral detergent).

3. Platen sheet / 4. Guide

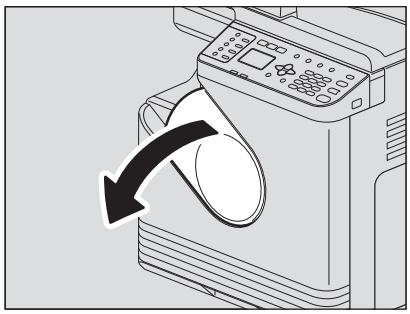
Clean the surface as follows depending on the staining.

- Clean it with a soft cloth.
- Clean it with a soft cloth lightly moistened with water.
- Clean it with a soft cloth lightly moistened with alcohol, and then wipe it with a dry cloth.
- Clean it with a soft cloth lightly moistened with watered-down neutral detergent, and then wipe it with a dry cloth.

Cleaning charger

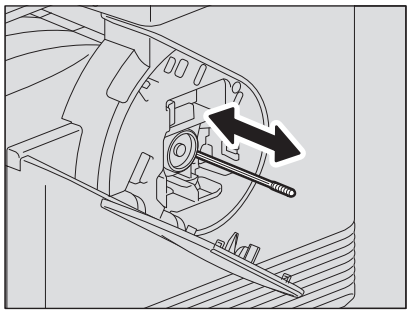
If the inside of the charger is dirty, staining may appear on the copied image. Clean the charger following the procedure below.

1 Open the front cover.



2 Clean the charger.

Hold the cleaning knob of the charger and pull it out toward you carefully until it stops. Then reinsert it in its original position carefully. Repeat this procedure two to three times.



Note

Check if the cleaning knob is fully inserted after cleaning.

3 Close the front cover.

8

SPECIFICATIONS

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e-STUDIO2505H/e-STUDIO2505F Specifications

Model name		DP-2505H/DP-2505F
Type		Desktop type
Original glass		Fixed
Printing (copying) system		Indirect electrophotographic method
Developing system		2-component magnetic brush developing
Fusing method		One halogen lamp
Photosensor type		OPC
Original scanning system		Flat surface scanning system (When the Automatic Document Feeder is installed: Fixed scanning system by feeding the original)
Original scanning sensor		Linear CMOS sensor
Scanning light source		LED
Resolution	Writing	2400 dpi x 600 dpi (Smoothing process)
	Scanning	600 dpi x 600 dpi
Acceptable originals		Sheets and books
Acceptable original size		Original glass: Max. A4 or LT Automatic Document Feeder: Max. A3 or LD
Acceptable paper size	Drawer	A4, 16K, LT
	Bypass	A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, ST-R, COMP, 13"LG, 8.5"SQ, 8K, 16K, 16K-R, COM10, Monarch, DL
Acceptable paper weight	Drawer	64 - 80 g/m^2 (17 - 20 lb. Bond)
	Bypass	64 - 80 g/m^2 (17 - 20 lb. Bond): for continuous feed 52 - 63 g/m^2 (14 lb. Bond - 16 lb. Bond), 81 - 163 g/m^2 (21 lb. Bond - 90 lb. Index): for single feed
Warm-up time		Approx. 20 seconds
First copy time (A4 or LT portrait)		A4: Approx. 7.0 seconds LT: Approx. 7.1 seconds
Continuous copy speed		See 🕮 P.145 “Continuous copying speed”
Multiple copying		Up to 999 copies
Excluded image width	Copy	Leading edge: 3.0±2.0 mm (0.12"±0.08") Trailing edge: 2.0±2.0 mm (0.08"±0.08") Both edges: 2.0±2.0 mm (0.08"±0.08")
	Printer	Leading edge: 5.0±3.0 mm (0.20"±0.12") Trailing edge: 5.0±3.0 mm (0.20"±0.12") Both edges: 5.0±3.0 mm (0.20"±0.12")
Reproduction ratio	Actual size	100±0.5%
	Zoom	25 - 400% (in 1% increments)
Storage capacity		Max. 50 sheets or until the memory is full (TOSHIBA’s own chart)
Paper supply	Drawer	250 sheets (80 g/m^2, 20 lb. Bond)
	Bypass	50 sheets (80 g/m^2, 20 lb. Bond)
Loading capacity for the receiving tray		Approx. 100 sheets (80 g/m^2, 20 lb. Bond)
Toner density adjustment		Magnetic auto-toner system
Exposure control		Automatic plus manual selection from 9 exposure steps
Memory		512 MB
USB interface		USB2.0 (Hi-Speed)
Environment (for normal use)		Temperature: 10 º - 30 ºC, Humidity: 20 - 85% (No condensation)
Power requirements and power consumption (including optional equipments)		AC 220 - 240 V±10%, 8 A (50 - 60 Hz): 1.5 kW or less AC 120 V±10%, 12 A (60 Hz): 1.5 kW or less
Dimensions (including equipment and automatic document feeder)		390 mm (15.4") (W) x 540 mm (21.3") (D) x 505 mm (19.9") (H)
Weight (including equipment and drum)		e-STUDIO2505H: Approx.26.5 kg (58.3 lb.) e-STUDIO2505F: Approx.27 kg (59.5 lb.)
Space occupied (equipment only)		840 mm (33.1") (W) x 540 mm (21.3") (D)

Automatic Document Feeder

Copy sides	1-side
Number of originals (A4)	50 originals (80 g/m^2, 20 lb. Bond) or 9.5 mm or less in height (more than 80 g/m^2, 20 lb. Bond)
Feeding speed	20 sheets/min. (A4, LT)
Acceptable originals	A3, A4, A5-R, B4, B5, LG, LT, LD, ST-R, 8K, 16K
Paper weight	50 - 104 g/m^2, 13 - 27 lb. Bond
Power source	Power supplied from the equipment
Dimensions	385 mm (15.16") (W) x 445 mm (17.52") (D) x 88 mm (3.46") (H)
Weight	Approx. 3.6 kg (7.9 lb)
Power consumption	40 W max.

- These specifications vary depending on the copying conditions and the environment.
- Specifications and appearance are subject to change without notice in the interest of product improvement.

■ Continuous copying speed

The values below are measured when originals are set on the original glass, 100% and nonsort multiple copies are made.

sheets/min.

Paper size	Paper source	Copying speed
A4, A5-R, B5, LT, ST-R	Drawer	25
	Bypass tray	25
A4-R, B5-R, LT-R	Drawer	-
	Bypass tray	19
B4, FOLIO, LG, COMP	Drawer	-
	Bypass tray	16
A3, LD	Drawer	-*
	Bypass tray	14

* A3 and LD can be loaded only on the bypass tray.

- TOSHIBA-recommended paper is used for the values of the specifications above.
- The bypass copying speed is as listed above when specifying the paper size.
- This specification varies depending on the copying conditions and the environment.

Specifications of Options

FAX Unit

Model name	GD-1330

For detail specifications, see the following manual.
🕮 ***Fax Guide***

TOSHIBA-recommended paper is used for the values above. Specifications and appearance are subject to change without notice in the interest of product improvement.

Packing List

Packing list	Safety Information
	Quick Guide
	Power cable
	Modular cable*
	DVD

* Available only for e-STUDIO2505F.

Copying Function Combination Matrix

■ Combination matrix

Next setting / Already setting		ADF (Original Set on ADF)	Drawer			Quantity	Zoom			Original Mode			Exposure		2-Sided		ID Card	2in1/4in1		Image Shift	Edge Erase	Finishing		Annotation
			APS	Drawer	Bypass		AMS	Manual	Fixed Zoom	Text/ Photo	Text	Photo	Auto	Manual	1 > 1 Simplex	1 > 2 Duplex		2in1	4in1			Non Sort	Sort	
ADF (Original Set on ADF)			Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes *1	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Drawer	APS	Yes		No	No	Yes	No *2	No *2	No *2	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No *2	No *2	No *2	Yes	Yes	Yes	Yes	Yes
	Drawer	Yes	No		No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Bypass	Yes	No	No		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes *7	Yes *6	Yes *6	Yes *6	Yes	Yes	Yes	Yes	Yes
Quantity		Yes	Yes	Yes	Yes		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Zoom	AMS	Yes	No *3	Yes	Yes	Yes		No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No *3	No *4	No *4	Yes	Yes	Yes	Yes	Yes
	Manual	Yes	No *3	Yes	Yes	Yes	No		No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No *3	No *4	No *4	Yes	Yes	Yes	Yes	Yes
	Fixed Zoom	Yes	No *3	Yes	Yes	Yes	No	No		Yes	Yes	Yes	Yes	Yes	Yes	Yes	No *3	No *4	No *4	Yes	Yes	Yes	Yes	Yes
Original Mode	Text/Photo	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Text	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No		No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Photo	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Exposure	Auto	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Manual	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
2-Sided	1 > 1 Simplex	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	1 > 2 Duplex	Yes	Yes	Yes	Yes *7	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No			Yes	Yes	Yes	Yes	Yes	Yes	Yes
ID Card		Yes *1		Yes	Yes *6	Yes				Yes	Yes	Yes	Yes	Yes	Yes	No				Yes	Yes	Yes	Yes	
2in1/4in1	2in1	Yes		Yes	Yes *6	Yes				Yes	Yes	Yes	Yes	Yes	Yes	Yes			No		Yes	Yes	Yes	
	4in1	Yes		Yes	Yes *6	Yes				Yes	Yes	Yes	Yes	Yes	Yes	Yes		No			Yes	Yes	Yes	
Image Shift		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes				Yes	Yes	Yes	Yes
Edge Erase		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		Yes	Yes	Yes
Finishing	Non Sort	No *5	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		No	Yes
	Sort	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No		Yes
Annotation		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes				Yes	Yes	Yes	Yes	

Notes
Yes: The functions can be combined.
No: Current setting is cancelled, next setting will be selected.
＼: Next setting can't be selected.
*1: Can't start job.
*2: Drawer 1 will be selected.
*3: 100% will be selected.
*4: The appropriate zoom ratio will be selected.
*5: Sort will be selected.
*6: When paper type is envelope or paper size is cards, can't start job.
*7: When paper type is plain, next setting will be selected.

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MULTIFUNCTIONAL DIGITAL SYSTEMS

User's Guide

e-STUDIO2505H
e-STUDIO2505F

TOSHIBA TEC CORPORATION

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QUALITY SERVICE

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